

Youth Protection Procedures Manual

**This Procedures Manual applies
to all University of Notre Dame
Youth Programs**



Under the University's Youth Protection Policy, all ND Youth Programs must comply with the requirements set forth in the Policy and Procedures Manual.

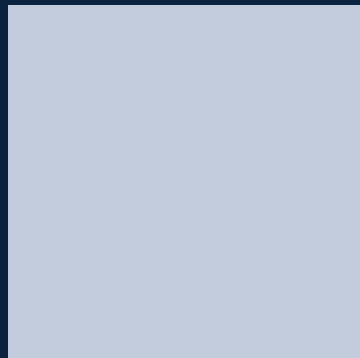


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Introduction

This Procedures Manual applies to all Youth Programs at the University of Notre Dame. Under the University's [Youth Protection Policy](#), all Youth Programs must comply with the requirements set forth in the Youth Protection Policy and this Procedures Manual. Youth Program and all other definitions relevant to the Policy and Procedures Manual are set forth below.

Youth Program: Any program, event, or activity in which one or more Minors are under the supervision of Notre Dame employees, volunteers, or students. Supervision by Notre Dame employees, volunteers, or students is expected if there is no parent, legal guardian, or third-party chaperone present during the program, event, or activity. This includes virtual programs when the parent, legal guardian, or third party is not actively participating in the activity and providing supervision.

If all Minors participants are accompanied by a parent, legal guardian, or third-party chaperone, the program, event, or activity is not considered a Youth Program under the Policy.

Minors who are employed by the University are not considered participants in a Youth Program under the Policy. The University's [Employment of Minors Policy](#) governs requirements related to employees under the age of 18.

Minor/Youth: A person under 18 years of age who is not enrolled at the University.

Responsible Party: The person responsible for the Youth Program and enforcing compliance with the [Youth Protection Policy](#) and Procedures Manual.

Youth Program Personnel: Any individual who is working or volunteering in a Youth Program. This may include University employees, students, or non-University volunteers.

Youth Protection Portal: Online system specifically designed for Youth Protection compliance that provides Youth Programs the ability to register their program, assign training to Youth Program Personnel, request background checks/screening, and store waivers.



Operational Requirements

All Youth Programs must comply with the following [Basic Operational Requirements](#):

- 1.1 Register with Office of Institutional Equity
- 1.2 Reporting
- 1.3 Screening
- 1.4 Liability Waivers
- 1.5 Online Youth Protection Training
- 1.6 Restrictions for One-on-One Interactions
- 1.7 Transportation
- 1.8 Conduct Requirements
- 1.9 Document Retention

Youth Programs that have the following characteristics must comply with the [Advanced Operational Requirements](#): (1) a moderate level of physical activity, (2) food is provided to youth participants, (3) use of equipment by youth participants, (4) activities in labs, (5) overnight stays, or (6) other characteristics determined by the Office of Institutional Equity (OIE) to warrant the additional operational requirements. The Advanced Operational Requirements for these Youth Programs are:

- 2.1 Supervision Ratios
- 2.2 Health/Medical Consent to Treat Forms
- 2.3 Youth Participant Conduct Expectations
- 2.4 Pre-Program Planning Meeting
- 2.5 Youth Program Personnel Identification
- 2.6 Emergency Preparedness Plan
- 2.7 Check-in/Check-out Procedures
- 2.8 Medication Management
- 2.9 Health/Medical Protocols

Certain Youth Programs are also subject to [Program-Specific Operational Requirements](#):

- 3.1 Youth Programs that take places in laboratories
- 3.2 International Youth Programs
- 3.3 Virtual Youth Programs
- 3.4 Overnight Youth Programs
- 3.5 Youth Programs run by recognized student groups
- 3.6 Youth Programs involving research

The Responsible Party should reach out to the OIE with any questions regarding which requirements apply to a specific Youth Program.



Basic Operational Requirements

1.1 Register with Office of Institutional Equity

All Youth Programs are required to register with OIE at least 30 days before the program, event, or activity begins. Registration must be completed through the [Youth Protection Portal](#).

1.2 Reporting

All Youth Programs must comply with requirements related to the reporting of child abuse and neglect. The Responsible Party should ensure that all Youth Program Personnel are aware of the following reporting requirements:

Indiana law requires anyone who has reason to believe that a person under the age of 18 is a victim of child abuse or neglect to make an oral report immediately to the local child protection service or the local law enforcement agency. This obligation applies regardless of whether the person under the age of 18 is an enrolled student at the University. If the Minor is on the University campus, the appropriate law enforcement agency to contact is the Notre Dame Police Department (NDPD) (574-631-5555). If the Minor is not on the University campus, the best way to contact the appropriate law enforcement agency is to call 911.

Separate from the requirements under Indiana law, any member of the University community should contact NDPD (574-631-5555) or the Integrity Line (800-688-9918) to discuss any suspicious, inappropriate, or unusual conduct involving a Minor while the Minor is on campus or is participating in a University-connected activity off campus that would lead a reasonable person to have concern for the current or future well-being of that particular Minor.

In addition, known or suspected child abuse and/or neglect involving University faculty, staff, students, volunteers, or contractors must be reported to the University at [speakup.nd.edu](#).

Violations of the [Youth Protection Policy](#), the [Conduct Requirements](#), or potential criminal conduct (theft, battery, etc.) must be reported to OIE. Due to the gravity of the alleged offense, anyone accused of the violations or conduct described in this paragraph will be suspended immediately from the relevant program, pending an investigation.



1.3 Screening

All Youth Programs will be subject to the Youth Program Personnel screening requirements described below:

- Before participating in a Youth Program, all University faculty, staff, or volunteer candidates must undergo a criminal background check, which includes a check of the National Sex Offender Registry.
 - Background checks are completed by Notre Dame Human Resources at no additional charge to the program through the [Youth Protection Portal](#).
 - Background checks must be completed annually for all Youth Program Personnel involved in overnight Youth Programs. Background checks must be completed every three years for all Youth Program Personnel involved in any other Youth Programs.
 - Students who are enrolled at the University (undergraduate and graduate) and not operating as staff or volunteers, are not required to undergo a background check. If a Recognized Student Group operates a Program, and there is no other non-student adult present at the program, event, or activity, the student(s) considered to be in charge and responsible for the supervision of Minors will be required to undergo a background check.
- Before participating in a Youth Program, all University faculty, staff, or volunteer candidates (including current students) must undergo an internal University screening of their conduct records. This includes records in OIE regarding Title IX violations. For students, this may also involve records in the Office of Community Standards.
 - OIE performs the conduct records check.

A finding on a background check or conduct record check does not necessarily preclude an individual from participating in a Youth Program. Adverse findings will be reviewed on a case-by-case basis by the OIE and NDHR or the Provost's Office.

1.4 Liability Waivers

All Youth Programs must have the parent/legal guardian of each participant complete a Waiver, Release and Indemnification Agreement. Youth Programs should collect these forms before the program begins and upload them to the [Youth Protection Portal](#). Waiver templates are available through the portal, as well as on the [Youth Protection website](#).

1.5 Online Youth Protection Training

All Youth Program Personnel must complete the University's online youth protection training on an annual basis. Youth protection training must be completed at least seven days before participating in a Youth Program. Youth protection training is assigned in the [Youth Protection Portal](#).



1.6 Restrictions for One-on-One Interactions

All one-on-one interactions with Minors must be observable and interruptible, except in emergency situations (i.e., life-threatening situation or imminent danger). Observable means that other people can see the interaction taking place. Interruptible means that people could easily interrupt the interaction if needed. If an emergency occurs that necessitates unobservable or un interruptible one-on-one interaction, the Responsible Party should be informed. This restriction regarding one-on-one interactions does not apply to Youth Program Personnel interacting with a Minor participant who is their own child.

This restriction also does not apply to interactions between a Minor and a personal care assistant professional who provides support to the Minor due to a disability. If a Minor participant requires a personal care assistant professional, this must be documented by the Responsible Party. Youth Program Personnel cannot serve in this role.

Exceptions to this requirement may be granted solely by OIE.

1.7 Transportation

All Youth Programs must adhere to the following guidelines regarding the transportation of Minor participants:

- Youth Program Personnel are not permitted to transport Minor participants in their personal vehicle at any time.
- Undergraduate or graduate students are never permitted to provide transportation for a Minor participant, even in University vehicles.
- Youth Programs must comply with the University's [policies for transportation](#).
- Youth Programs are not permitted to purchase or provide rideshares (Uber/Lyft) or taxis, for Minor participants. In emergency situations, a rideshare or taxi may be used by a Youth Program but only if a Youth Program Personnel is also in the car.
- Where applicable, Youth Programs should develop a procedure for drop-off and pick-up from their Programs, including the following details: where cars can drive/park, who is authorized to collect a Minor participant, and what to do in the event a parent/legal guardian is late to collect a Minor participant.
- Minor participants are not permitted to use electric scooters or personal electric vehicles (including e-scooters, e-skateboards, e-hoverboards, and go karts) while participating in a Youth Program. This is not applicable to electric mobility aids for those with impaired mobility, such as electric wheelchairs and powerchairs.

1.8 Conduct Requirements

All Youth Program Personnel must review, sign, and abide by the Conduct Requirements when Interacting with Minors, [Appendix A](#). If Youth Program Personnel violate the Conduct Requirements, the Responsible Party must file an incident report with OIE immediately.

1.9 Document Retention

Youth Programs are required to retain all documents signed by parents/legal guardians on behalf of a Minor participant, including [Liability Waivers](#) and [Consent to Treat Forms](#), until two years after the youth/minor reaches the age of 18. For example, if the minor is 12 years of age during the Program, the documents must be retained for 8 years.

All signed documents collected by the Program must be uploaded to the [Youth Protection Portal](#) within 7 days of the Program's end date.

All Youth Programs that collect medical information of their Minor participants should ensure that this information is maintained in a secure and confidential manner and shared only with those who need access to the information.

Programs should consult with the Office of General Counsel for guidance on storage, retention, and destruction of other documents. Various policies may apply depending on the data that is collected at the onset of the Program.



Advanced Operational Requirements

2.1 Supervision Ratios

Youth Programs that are subject to Advanced Operational Requirements must maintain the following supervision ratios (recommended by the American Camp Association) at all times. If the Program has Minor participants from different age ranges, the lowest age range should be used to determine the appropriate supervision ratio (Example: 1 staff member and 5 youth = 1:5 ratio for overnight programs).

Age of Youth	Ratio for Day Programs (Staff/Volunteers:Minors)	Ratio for Overnight Programs (Staff/Volunteers:Minors)
5 years and younger*	1:6	1:5
6-8 years	1:8	1:6
9-14 years	1:10	1:8
15-17 years	1:12	1:10

Minor participants, regardless of age, are not allowed, under any circumstances, to supervise other Minor participants.

*Programs involving Minors younger than 5 years of age are required to consult with OIE for further guidance.

2.2 Consent to Treat Forms

Youth Programs that are subject to Advanced Operational Requirements must collect completed Health (Medical and Mental) Consent to Treatment Forms signed by a parent or legal guardian for each Minor participant in the Youth Program before the Program commences.

2.3 Youth Participant Conduct Expectations

Youth Programs that are subject to Advanced Operational Requirements must create a Participant Code of Conduct and require all Minor participants and their parents or legal guardians to sign the Participant Code of Conduct. A sample Participant Code of Conduct developed by OIE, [Appendix B](#), can be used or customized by the Youth Program. The Participant Code of Conduct must require that Minor participants comply with all University community standards and provide notice to parents/legal guardians that the University may remove a Minor participant from the Program

2.4 Pre-Program Planning Meeting

Youth Programs that are subject to Advanced Operational Requirements must meet with OIE prior to registering the Program. Meetings can be requested by emailing youthprotection@nd.edu.

2.5 Youth Program Personnel Identification

Youth Programs that are subject to Advanced Operational Requirements must ensure that all Youth Program Personnel are clearly identifiable by name badges, t-shirts, or other identification that allows others to know their association with the Program.

2.6 Emergency Preparedness Plan

Youth Programs subject to Advanced Operational Requirements must have an emergency preparedness plan in place. The plan should contain the following information, at a minimum:

- A requirement that all Health (Medical and Mental) Consent to Treatment Forms collected before the Program begins are stored on-site so they can be accessed in the event of an emergency.
- A requirement that Youth Program Personnel contact 911 in the event of an emergency and remain with any youth who needs medical attention.
- A requirement that all Youth Program Personnel receive and respond to [ND Alerts](#).
- A process for notifying parents/legal guardians in case of emergency, including medical or mental health concerns, natural disasters, or other significant program disruptions. Emergency contact information should be accessible for use in case of an emergency.
- Protocols for a missing participant, severe weather, extreme heat, active threat of violence.



2.7 Check-in/Check-out Procedures

Youth Programs subject to Advanced Operational Requirements must institute a method to check-in and check-out Minor participants that is appropriate for the relevant age group and includes the following details: where cars can drive/park, who is authorized to collect a Minor participant, and what to do in the event a parent/legal guardian is late to collect a Minor participant. Most Minors participants should be required to be accompanied to a check-in/check-out area by a parent or guardian. Youth Programs must have on file who is authorized to pick up a Minor participant from the Youth Program.

2.8 Medication Management

Youth Programs may not store or administer prescription or non-prescription medications for Minor participants. If a Minor participant needs to take medication, they must be able to do so on their own or have their parent or legal guardian administer the medication.

All Youth Programs subject to Advanced Operational Requirements must require the parent/legal guardian of each Minor participant to sign the form titled Statement Regarding Storing and Administration of Medications.

2.9 Health/Medical Protocols

All Youth Programs subject to Advanced Operational Requirements must comply with the following health/medical protocols:

- **Accidents and Injuries:** Youth Programs must have a plan for responding to accidents and injuries and must clearly document the nature and cause of any accident or injury, the treatment administered in response to the accident or injury, and the persons notified of the accident or injury. Youth Programs must report any accidents or injuries to OIE.
- **Seeking Medical Care:** If a Minor participant requires medical care, the Responsible Party must contact the Minor's parent or legal guardian. It is best if the parent can bring the Minor to a provider themselves. If the parent/guardian is not available to take the Minor to a provider and the situation is not an emergency, the Youth Program may take the Minor to University Health Services for treatment.
 - In the event of an emergency, contact 911.
- **Accommodating Disabilities:** The Americans with Disabilities Act (ADA) requires that University programs make reasonable accommodations if necessary for participants with disabilities. Youth Programs should work with the Equal Opportunity and Access Program Manager in OIE if a Minor participant is in need of an accommodation.
- **Allergies:** Youth Programs should be aware of all food and other allergies included on the Health (Medical and Mental) Consent to Treat forms, as well as any medication or emergency response treatment process documented for the youth (including the use of an Epi Pen or other rescue medication). Incidents involving an allergic reaction must be reported to the parent/legal guardian and documented by the Responsible Party.

Program-Specific Operational Requirements

3.1 Laboratories

In addition to the Advanced Operational Requirements set forth above, all Youth Programs that take place in a laboratory must review and comply with the requirements outlined in the [Minors in Labs Safety Guidelines](#).

3.2 International Programs

In addition to the Advanced Operational Requirements set forth above, all Youth Programs that involve international travel with Minor participants must schedule an appointment with Notre Dame International 90 days in advance to discuss other matters specific to travel abroad. Such matters may include housing safety, transportation, passports, visas, emergency procedures, physical and mental health accommodations, prescriptions, and health insurance.

3.3 Virtual Programs

In addition to the Basic Operational Requirements set forth above, all Youth Programs that take place virtually must:

- Use an approved University of Notre Dame web-based system such as Zoom.
- Post the Script for Virtual Programs, [Appendix C](#), to the Zoom call as a shared document with the attendees prior to the start of the program/discussion.
- Have two University of Notre Dame staff members in the calls; it is also acceptable to use one University staff member and one enrolled student. Exceptions should be referred to OIE.
- Record and store the Virtual Program in accordance with the document retention provision of this Procedures Manual (see Paragraph 9), when five or fewer Minors are involved.



3.4 Overnight Programs

In addition to the Advanced Operational Requirements, all Youth Programs that include overnight stays for Minor participants must comply with the following additional requirements:

- Overnight accommodations for Minor participants must provide separate private rooms for male and female participants. The Youth Program Personnel supervising the Minor participants overnight must be the same sex as the Minors they are supervising.
- Youth Programs must provide separate private rooms for adults and Minor participants; adults may not share a room with a Minor participant unless (i) the adult is a parent/legal guardian of the Minor; (ii) the adult is a designated caregiver for a minor with disabilities; or (iii) another exception has been granted by OIE. In each case, the adult may share a room only with a Minor specifically approved to stay with that adult, and no others.
- Youth Programs are prohibited from hosting overnight stays in private rental homes available from Airbnb or other rental venues.
- At least two Youth Program Personnel must be always present when conducting room checks.
- If two or more Minor participants will be residing together, the Responsible Party must make efforts to ensure that Minors of the same age or similar ages are grouped together.
- A facility check must be conducted each night to ensure security, including check locks, and assurance of no access points for non-participants.
- Overnight programs must have a safety plan in place including an orientation for youth on where/how to locate staff and emergency exit plans.



3.5 Recognized Student Groups

Recognized Student Groups that are responsible for the supervision of Minor participants must comply with the [Youth Protection Policy](#) and Youth Protection Procedures Manual. A Planning Guide for Recognized Student Groups is available to aid in the adherence of these requirements, in [Appendix D](#).

3.6 Research

Research involving Minors is exempt from the requirements of this Procedures Manual. Notre Dame Research can assist with human subjects research guidance.

Recommended Practices

OIE strongly encourages all Youth Programs to adopt the below practices.

4.1 Parent Information

- Youth Programs should provide the Minor and their parents/guardians with written materials that accurately describe the program, including any risks.
- Youth Programs should provide parents/guardians with an opportunity to ask questions and raise concerns to Youth Program Personnel by various methods (email, phone, etc.).
- Before the Program begins, Youth Programs should provide parents/legal guardians with the following information:
 - Notice of Notre Dame's [Youth Protection Policy](#) and Procedures Manual
 - Notice of Notre Dame's [Policy on Discriminatory Harassment, Sexual Harassment, and Other Sex-Based Misconduct](#)
 - [Conduct Requirements when Interacting with Minors](#)
 - How to sign up for [ND Alert](#), a comprehensive emergency notification system
 - How parents are notified in case of an emergency and how parents/legal guardians can contact their youth during a program, activity, or event.



4.2 Bathrooms, Changing Areas, and Locker Rooms

Youth Program Personnel should monitor bathrooms, changing areas, and locker rooms in line with the following guidance:

- Youth Program Personnel should never be alone with a Minor in these areas.
- Youth Program Personnel should supervise Minors by standing close to hear what is going on, but not be directly inside these areas.
- With younger Minors, programs should schedule group bathroom breaks so that Minors are never left alone with one of their peers. Bathrooms are one of the most frequent places for peer-peer abuse to happen.
- Adults should never help a youth in the bathroom 1:1 without prior permission from the Minor's parent.
- If a Minor has been in the bathroom for longer than five minutes, Youth Program Personnel should check on them.
- Should an activity require changing or showering, youth should always have access to a private or semi-private changing area or shower stall. Only one person at a time should be allowed into a single-service restroom.
- Youth Program Personnel should make every effort to minimize changing area or locker room use when other non-Youth Program adults are present and avoid allowing different aged Minors to change and/or shower at the same time.
- No Minor or adults should use the photographic or recording capabilities of any device in locker rooms, changing areas, or restrooms.
- Adults should never change clothes or behave in a manner that intentionally or recklessly exposes their breasts, buttocks, groins, or genitals around Minors.

4.3 Equal Opportunity Statement

The Program registration process should include the following or similar language: The University of Notre Dame is committed to the fair and equitable treatment of all members of the University community. The University provides reasonable accommodations on a case-by-case basis for qualified persons with disabilities. Such requests should be made as soon as possible. Please tell us if your child requires a reasonable accommodation to apply for the Program or to perform the Program tasks. Reasonable accommodations can be provided for children with disabilities who wish to participate, so long as the accommodations do not fundamentally alter the nature of the Program, cause undue hardship, or otherwise cause a direct threat to the health or safety of others.



4.4 Candidate Screening & Interviews

When recruiting and hiring staff or volunteers to serve in Youth Programs, the Responsible Party should consider the University of Notre Dame's values: accountability, teamwork, integrity, leadership in excellence, and leadership in mission. Youth Programs should seek out individuals who have high moral standards and foster the values that are consistent with the mission of the Program. The following steps will help to identify potentially unsafe individuals.

Candidate application and screening:

Consider the following when reviewing applications:

- Does the candidate only seek opportunities that would put them in a position to be alone with youth?
- Does the candidate demonstrate knowledge of expected and appropriate verbal, emotional, and physical boundaries with youth?
- Check a minimum of 2-3 references and ask the reference if they would have any hesitation about this candidate working with youth.

Interviews:

Follow up with the candidate about their interest in working with youth. You may consider the following when putting together your interview questions:

- Ask the candidate scenario questions that would speak to their ability to resolve conflict and the ability/willingness to report suspicious behavior to their supervisor. For example, "What steps would you take if a child was reluctant to participate in an activity with other youth?"
- Tell the candidate about Notre Dame's [Youth Protection Policy](#). Ask the candidate if they have any experience in reporting a case of abuse or conduct concerns and to describe that experience.

Appendix A: Conduct Requirements when Interacting with Minors

Report abuse, neglect, or inappropriate behavior.

- You are required to immediately report to the Notre Dame Police Department any incident you observe or learn about that involves physical abuse, sexual abuse, sexual harassment, or any conduct that adversely affects the safety of minors.
- If an adult observes another adult violating these requirements or engages in other conduct which causes him/her to have reason for concern for the wellbeing of a minor, the adult should confront that other adult and report their concerns to their supervisor and the Office of Institutional Equity at youthprotection@nd.edu.

Establish and maintain appropriate boundaries when interacting with minors.

- Do not have private one-on-one interactions with minors unless in emergency circumstances. All interactions between an adult and a minor are to be observable and interruptible. In other words, contact must be able to be seen by another individual (observable), and someone must be able to stop the interaction easily (interruptible).
- Do not engage in private electronic communication with minors. You may communicate with the minor if you copy a second adult (either a staff member or the minor's parent/guardian) on that communication.
- You may not socialize with minors outside the program. Communicating via a social network application or website is never permitted. Socializing by telephone, email, social media, or text messages is not permitted when the communication is not part of your responsibilities as a member of the program.
- Do not shower, bathe, or undress in the presence of minors.
- You must never give a personal gift to minors. Gifts that are equally accessible to all minors and serve a motivational or educational purpose are permitted.

Always understand and exhibit appropriate behavior.

- Topics or vocabulary that would not be discussed or used comfortably in the presence of parents should not be discussed or used with minors.
- Avoid physical contact with a minor. Never engage in any corporal punishment. If a minor initiates physical contact, you may respond in an appropriate manner. Appropriate physical contact (with consent) includes handshakes, side hugs, high fives. Inappropriate physical contact includes prolonged front-to-front hugging, massages, wrestling, piggyback rides, lap sitting, hitting, pinching.
- Do not engage in sexual activity, sexually explicit conversations, or share sexually explicit material with minors.

Prioritize the safety and wellbeing of minors.

- Do not take or post images of minors on social media or elsewhere without prior parental consent.
- Do not possess, use, or be under the influence of drugs or alcohol while responsible for a minor's welfare or in the presence of a minor.
- Monitor interactions among minors and take steps to prevent or address any of the following conduct: bullying, hazing, derogatory name-calling, sexual harassment or touching, harassment or discrimination based on protected categories.

Appendix B: Sample Youth Participant Code of Conduct

To maintain the integrity of the [Program Name] and foster a safe and enriching environment, youth participants and their parent/legal guardian agree, understand and commit to:

- Be respectful of others and their surroundings.
- Follow staff, volunteer, and guest instructions.
- Fully and actively participate in the Program.
- Participate in the full duration of the Program. Should a participant need to leave early, they must notify the Program Director.
- Raise concerns respectfully.
- Always remain with the group while on campus and in the residence halls.
- If staying in the residence halls, keep their room clean and avoid any damaging activity.
- If a youth participant contacts their parent/legal guardian with a complaint or concern, the parent/legal guardian is expected to notify the Program Director.

Youth participants must not:

- Bully, harass, or use other derogatory language toward others.
- Touch others in a physically or sexually aggressive manner.
- Engage in any behavior that is sexually inappropriate, threatening, or harassing.
- Misuse or damage University property.
- Have one-on-one contact with staff outside the presence of others.
- Have or consume tobacco, alcohol, or illegal drugs, including marijuana and its derivatives (synthetics, vapes, waxes, edibles, oils, etc.).
- Have or use firearms or weapons of any kind.
- Have or use sexually explicit literature or other media of any kind.
- Inappropriately use cameras, audio/video equipment, computers, or web-based platforms (i.e. social media).

I understand that as a condition of my child's acceptance into the Program, I agree that my child and I will comply with the terms and provisions outlined in this Code of Conduct. I further understand that the University reserves the right in its sole discretion to dismiss my child from the Program at any time should his or her actions or general behavior disrupt, interfere with, or otherwise impede the operations of the Program or the rights or welfare of any person. If my child is dismissed from the Program, I understand that I will not receive any refund (pro-rated or otherwise) for any portion of the Program.

My child and I acknowledge and represent that we have read this entire document, that we understand its terms and provisions and that we are signing it knowingly and voluntarily.

Appendix C: Script for Virtual Programs

Welcome to the University of Notre Dame [Department Name] [virtual visit/discussion/presentation/etc.]. To provide a safe environment and allow everyone to benefit from the discussion, the University reserves the right to take the three measures listed below. By remaining on this virtual session, participants agree to be subject to these measures:

1. The University may record this virtual session; any such recordings are the intellectual property of the University and will be used for internal purposes only.
2. These virtual sessions are intended to be a safe and secure environment. Any participants that engage in discriminatory, disrespectful, or disruptive behavior will be removed from the session.
3. Any inquiries concerning the content of this session or conduct of those participating may be directed to [name] at [email] or [phone].

Appendix D: Planning Guide for Recognized Student Groups

Every program, activity, or event involving minors who are not under the supervision of their parent, or a teacher/school staff member must follow these requirements:

Requirement	Responsible Person	Time	✓
Follow mandatory reporting requirements	All students, faculty, staff	Ongoing	
Do not be 1:1 with youth	All students, faculty, staff	Ongoing	
Retain documents*	Student Club Faculty/Staff Advisor	Ongoing	
Register with Office of Institutional Equity	Student Club Faculty/Staff Advisor	30 days before program, event, or activity	
Prompt the screening of all staff & volunteers OR <u>Sworn Statement</u> **	Student Club Faculty/Staff Advisor	30 days before program, event, or activity	
Complete Online Youth Protection Training	All students, faculty, staff	30 days before program, event, or activity	
Sign the Conduct Requirements when Interacting with Minors	All students, faculty, staff	30 days before program, event, or activity	
Collect waivers from parent/guardians	Students	Ideally before the program for planning purposes	

*Faculty/Staff Advisors are required to retain documents (waivers, consent forms) as students should not be held responsible for this.

**Students are only required to have screening completed if they are responsible for the supervision of minor(s). Keep in mind background checks can take several weeks to process.

Planning Guide for Recognized Student Groups, continued

If a program, event, or activity has the following characteristics, they must comply with the Advanced Operational Requirements: (1) a moderate level of physical activity, (2) food is provided to youth participants, (3) use of equipment by youth participants, (4) activities in labs, (5) overnight stays, or (6) other characteristics determined by the Office of Institutional Equity to warrant the additional operational requirements.

Requirement	Responsible Person	Time	✓
Follow Supervision Ratios	All students, faculty, staff	Ongoing	
Youth Program Personnel Identification	All students, faculty, staff	Ongoing	
Implement Check-in/Check-out Procedures	Student Club President, other leadership	Ongoing	
Pre-Program Planning Meeting	Student Club President, other leadership	30 days before program, event, or activity	
Create and Maintain an Emergency Preparedness Plan	Student Club President, other leadership with guidance from OIE	30 days before program, event, or activity	
Collect Health/Medical Consent to Treat Forms	Students	Ideally before the program for planning purposes	
Require Youth Participants to Sign Conduct Expectations	Student Club President, other leadership	First day of program, event, or activity	

Other Important Requirements:

- Students are never permitted to transport minors in their personal or University vehicles at any time. Minors are not permitted to use electronic vehicles (e-scooters, golf carts, etc.) while participating in a program, event, or activity.
- Students are never permitted to store or administer any medications to minors. This includes over the counter medications, such as Tylenol. Students are allowed to provide basic first aid but must contact the parent/guardian to communicate to them any care provided.



OIE

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