

Title: Youth Protection Policy

Date Approved by the President: September 1, 2020

Effective Date: September 1, 2020

Responsible Official: University Chief Compliance and Privacy Officer

Responsible University Office: Compliance Office

Revision History: None

Related legislation and University policies: [ORC 2151.421](#), Clery Act, Title IX

Review Period: 5 Years

Date of Last Review: September 1, 2020

Relates to: Faculty, Staff, Students, Volunteers and External Organizations

- I. Purpose: Youth programs and activities at Case Western Reserve University (CWRU) are consistent with the university's mission; they promote education generally and benefit many children and teens by providing enriching experiences. This policy and the accompanying procedures establish the minimum requirements and expectations that promote safety for minors in university programs and activities. Through the efforts described in this policy, its accompanying procedures, and related policies, the university will be compliant with federal and state laws and aims to promote best practices in this area.
- II. Scope: Anyone who operates or works in a CWRU youth program is responsible for acting in accordance with this policy and its accompanying procedures.
- III. Definitions:  
Minor - Individual under the age of 18 years who is not a Case Western Reserve University

V. Operational Requirements for CWRU Youth Programs

Authority of University The Compliance Office, in consultation with the Office of General Counsel and other university units, has the ultimate authority over youth programs and activities occurring on campus and/or sponsored by or connected with the univ

the Office of General Counsel, and the Responsible Person of the relevant youth program.

- iv. Responsible Person shall maintain a record of background checks and sex offender registry searches for a minimum of seven (7) years.

### Training and Education

The Responsible Person shall ensure that faculty members, staff members, students and volunteers who are involved in the youth program receive appropriate training before the start of the program and then periodically thereafter. The Responsible Person shall maintain training records and attendance for a minimum of seven (7) years. (See accompanying Procedures for information on training modes, subject matter, and frequency.)

Participants and program leaders shall meet university training requirements such as Environmental Health and Safety (EHS) safety training as appropriate.

Communications with Parents or Guardians Units running a youth program shall communicate the following information to participants' parents or guardians before, or at the start of, the program:

- x Provide youth program rules including conduct expectations.
- x Provide information to parent/guardian on how to contact their minor participant during the program.
- x Procedures for notifying a participant's parent/legal guardian in case of an emergency, including medical or behavioral situations.
- x Obtain required medical and emergency contact information and liability waivers from the parent/guardian of each participating minor before they can participate.
- x Provide information to parent/guardian on how to report suspected or known child abuse or neglect.

## VI. Youth Programs not administered by Case Western Reserve University

Operators of youth programs on campus that are not administered by the university are responsible for ensuring that their employees, agents, and volunteers comply with all applicable aspects of this policy and accompanying procedures. This includes, but is not limited to, certifying to the university that all individuals who will have ongoing interaction with minors (and anyone who supervises such individuals) have received training and have undergone the criminal background checks and screenings that meet or exceed the minimum requirements of this policy. Programs using university facilities will be required to execute appropriate contracts and meet standards and requirements consistent with those imposed under this policy.

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VII. Overnight Youth Programs

CWRU generally prohibits overnight youth programs but may grant an exception under special circumstances. (See accompanying Procedures for the steps regarding how to request an exception.)

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