1.0 INTRODUCTION

This policy provides protection of minors against potential abuse by specifying appropriate supervision practices at UW-Stout. This policy is based on guidance from the University of Wisconsin System and is primarily for the protection of minors that attend university programs for youth; however, it also serves to protect adult employees and volunteers.

References to other policies and procedures:

- UW-Stout Policy, 16-78, Children in the Workplace
- UW-Stout Policy 13-72, Policy on Mandatory Reporting of Child Abuse and Neglect
- UW-Stout Administrative Procedure 39, Health and Insurance Requirements for UW-Stout Hosted Camps and Related Activities
- Wisconsin Agriculture, Trade and Consumer Protection chapter ATCP 78, Recreational and Educational Camps
- Wisconsin Department of Children and Families chapter DCF 252, Licensing Rules for Day Camps

2.0 SCOPE OF POLICY

This policy does not apply to minors enrolled or accepted for credit enrollment at UW-Stout. Supervision of minors who are subjects in University research is addressed by the Institutional Review Board process and is not addressed by this policy. This policy also does not apply to general public events or locations that are generally open to the public, such as the public spaces at the Memorial Student Center, the Athletic Complex, and other locations where parents/guardians are invited and expected to provide supervision of minors.

3.0 DEFINITIONS

3.1 Authorized adult

Any person eighteen (18) years of age or older in a paid or unpaid supervisory or leadership position.

3.2 Minor

A person under the age of eighteen (18) who is not enrolled or accepted for enrollment at the university.

3.3 One-on-one contact

Unsupervised interaction between an authorized adult and a participant in a program without at least one other authorized adult, parent, guardian, family member, or minor being present.

3.4 Two-deep leadership

Maintaining a minimum of two authorized adults, at all times, for supervision of minors.
3.5 Programs

Programs and activities offered by various academic or administrative units of the university. This includes, but is not limited to, workshops, sport camps, academic camps, conferences, and similar activities. Non-university groups that use university facilities for programs must have an agreement to use university facilities and must warrant that they follow the minor protection and adult leadership policy.

3.6 University facilities

Facilities owned by, or under the control of, the university. University daycare and preschool services or services provided by a licensed health care provider (or employee or volunteer acting under the direction of a licensed healthcare provider) are not included in the definition of university facilities and will follow applicable laws, regulations, and separate policies that reflect the unique activities that occur in those locations.

4.0 STATEMENT OF POLICY

One-on-one contact. A group setting must be maintained at all times; one-on-one contact between adults and minors is not permitted during the duration of the program.

Exceptions:

- The case of a child and parent, guardian, or family member relationship.
- Instructional settings where one-on-one tutoring ensues. In such settings, free access to the instructional setting by authorized persons to and from any space must be maintained at all times. Examples to achieve this include: ensuring that no window or door coverings restrict or eliminate visibility into the room and ensuring that doors used to enter and exit the space are unlocked and accessible. In such settings, it is strongly encouraged to leave doors open when feasible.
- Authority of risk manager. An institution’s risk manager (or designee) may grant limited exceptions to this policy. Factors to be considered in evaluating an exception are:
  - One-on-one contact should not be permitted unless it would fundamentally alter the nature of the service being provided. If one-on-one contact is permitted, free access to and from any space must be maintained.
  - The number of adults present must be sufficient to ensure adequate supervision of minors at all times.

Supervision. An appropriate ratio of staff members (adults) to campers (minors) must be maintained.

Overnight events. In the case of adults supervising minors overnight, other than the minor’s own parent, guardian or family member, an authorized adult should not enter a minor’s room, bathroom facility, or similar area without another authorized adult in attendance, consistent with the policy of not having one-on-one contact with minors.

Privacy. Adults must respect the privacy of minors in situations such as changing clothes and taking showers, whenever possible. Intrusions are permitted only to the extent that health and safety require. Adults must protect their own privacy in similar situations.

Cameras, imaging, and digital devices. Inappropriate use of cameras, imaging, or digital devices is prohibited. Use of devices capable of recording or transmitting visual images in shower houses, restrooms, or other areas where privacy is expected by participants is also prohibited.

Emergency exception. The two-deep leadership requirement may be temporarily suspended if an emergency situation warrants it (e.g., one adult accompanies a minor to the emergency room, is summoning law enforcement, or is searching for a missing minor). An alternative adult must join the group to reestablish leadership as soon as feasible.

Violations. Any employee who violates this policy may be subject to disciplinary action up to and including termination of employment.

If you have questions or comments, email parq@uwstout.edu.