FORM B

Event Policy and Acknowledgement Form

I. Release: **EACH** youth's parent must sign a release. If you know of a youth that has not, please contact your supervisor with the name of the youth so a release can be obtained. If you are given a signed release, please provide that to your supervisor.

II. Supervision and Behavior Expectations:

A. Every youth must be supervised by employees/volunteers during the Event. Supervision includes having the youth within your line of sight.

B. Generally, there should be a supervision ratio of at least one adult supervisor for every 12 youth. Please ask your Head Supervisor for proper ratios depending on the age of the youth and the nature of the activities.

C. Youth should use the buddy system for restroom breaks and should check in and out with the supervisor for restroom breaks.

D. At no time may you leave a youth unattended or in the care of a person that is not a supervisor.

E. Overnight supervisors must provide the Head Supervisor with all contact numbers. One supervisor must be "on call" and present at all times to ensure youth are secure in their rooms. Overnight supervisors may not leave the premises once youth are secure in their rooms. Head Supervisors must provide contact information to _____.

F. Event staff should not engage in inappropriate behaviors which include the following:

1. One-on-one contact with youth outside the presence of others.
2. Touching youth in a manner that a reasonable person could interpret as inappropriate.
3. Use, possession, or being under the influence of alcohol or illegal drugs while working a campus program for youth.
4. Being alone in a vehicle with youth at any time.
5. Making sexual materials in any form available to youth participating in programs or activities or assisting them in any way in gaining access to such materials.
6. Meeting with youth outside of established times for Event activities.
7. Engaging or communicating with youth through e-mail, text messages, social networking websites, internet chat rooms, or other forms of social media for non-Event related communications.
8. Verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a youth, all incidents must be documented and reported to the Event Director and youth's parent/guardian.
9. Using abusive and derogatory language, including words commonly recognized as "cuss words."

G. You may not engage in any behavior or conduct that is contrary to the OU's mission or OU policies. Please familiarize yourself with the following policies: https://www.ou.edu/eoo/policies-and-procedures

III. Sexual misconduct, child abuse and neglect- REPORTING OBLIGATIONS:

A. Who is a youth? Anyone under the age of 18!

B. General Rule: If anyone has reason to believe that a youth is the victim of abuse or neglect, it is his/her duty to report it immediately. (See 10A O.S. §1-2-101(B)(1)). This reporting obligation is on the individual who suspects abuse. (See 10A O.S. §1-2-101 (B)(4)).

C. ***The Oklahoma DHS hotline for reporting is 1-800-522-3511.***

D. Additionally, notify the Campus Police department at _____, the OU Sexual Misconduct Officer 405-325-2215 or the campus Title IX Officer at _____, and your supervisor of any suspicions.

E. Reasonable suspicion: One does not have to know with certainty that abuse is taking place. Reasonable cause to believe or suspect that child abuse has occurred is sufficient. When in doubt, report it.

IV. Background Checks:

A. **Criminal and sex offender background checks**: You agree that you are responsible for supervising youth or will have substantial contact with youth during the Event. You must have successfully passed a criminal and sexual offender background check within the year preceding the camp. Until a successful background check is received, you may not supervise or have any substantial contact with any youth.

B. **Student Misconduct checks (if applicable)**: OU students working the Event must have successfully completed a check though the OU's Student Conduct Office within the past 6 months. Please contact the OU's Director of Student Conduct at 405-325-1540 for student conduct checks. Please note this takes a minimum of five (5) business days to complete. Health Sciences Center program students must also be in good standing with their College. Please contact the appropriate Student Dean for good standing checks.

V. Youth Protection Training

A. All camp staff **MUST** complete the OU Youth Protection training (30-minute online course) and submit all required forms. For more information on the Youth Protection Policy and training, please visit https://www.ou.edu/web/landing/policy.

B. OU employees assisting with OU-sponsored summer camps must complete the Youth Protection training through the OU's OnPoint learning management system.

VI. Transportation

A. You must ensure that you follow appropriate drop-off and pick-up schedules and locations. Youth may not be released to anyone other than the person listed on the approved list with valid authorization even if they claim to be a relative and must show valid identification. Parents must give permission in writing for their youth to drive themselves or ride with another person to and from the event. If the youth is not picked up at the appropriate time, please contact the campus police department at _____.

B. You may not transport youth unless you are 21 years old or older, you are specifically authorized by your supervisor and you have completed a Department of Motor Vehicle background check. You should avoid any situation where you would be alone in a vehicle with a youth. Motor vehicle background checks may be conducted through the OU's Human Resources department at _____.

VII. Security:

A. Make sure you have been briefed by your supervisor of all security measures in place to protect youth (including inclement weather procedures, fire and safety evacuation procedures). At the start of each day, you must inform youth where to go or what to do if they need help.

B. Injuries/Medication: Report all incidents and injuries to your Event's Head Supervisor immediately when they occur and to _____ if injuries occur in an OU facility. DO NOT wait to see if the parents or any other person complains.

C. Hazards: You should inspect all areas within your supervision to ensure there are no hazards, e.g. open windows, doors propped open, broken glass, no candles or cooking in the rooms, no alcohol, drugs or tobacco etc. If you notice any hazard, report it directly to the Head Supervisor or facility manager.

VIII. Emergency Preparedness:

A. Emergency Action Plan**.** Before the Event begins, the Head Supervisor and every Event supervisor must read the University emergency action plan and must be familiar with its procedures for severe weather alerts, evacuation, shelter, and accountability for youth.

B. Mandatory Safety Training for Youth**.** Event supervisors must conduct mandatory safety training for all youth participants. The training must inform youth of the Event boundaries and hazards, explain behavioral expectations during an emergency, and provide age-appropriate instruction on the actions and procedures to follow in an emergency.

C. Annual Training**.** All Event staff and volunteers, including you, must receive annual training on emergency procedures and hazard recognition by completing the OU Youth Protection Training.

This form is in addition to all OU guidelines, policies, and procedures. If you have any questions about this document, please contact the campus Enterprise Risk Management office.

I have read and agree to abide by the Youth Protection and the emergency preparedness requirements in Section VIII, and attest to my understanding of them. I understand that if I am also an employee or student of OU, failure to comply with the Policy or other OU policies could result in disciplinary action.

Supervisor:

Print Name: _____ Date:_____

Signature: _____

Please note only Handwritten Signatures or E-signatures with certified time-stamp