



# YOUTH PROTECTION POLICY

**Policy #** AF.0010.1

**Responsible Executive:** Vice President for  
Administration  
and Finance  
Environmental Health  
**Responsible Office:** & Safety  
**Originally Issued:** 10/25/2022  
**Latest Revision:** 10/25/2022

- I. [Policy Statement](#)
- II. [Purpose of Policy](#)
- III. [Applicability](#)
- IV. [Definitions](#)
- V. [Policy Procedure](#)
- VI. [Enforcement](#)
- VII. [Policy Management](#)
- VIII. [Exclusions](#)
- IX. [Effective Date](#)
- X. [Adoption](#)
- XI. [Appendices, References, and Related Materials](#)
- XII. [Revision History](#)

## I. Policy Statement

University of Louisiana at Lafayette (“University”) is committed to protecting the safety and well-being of Minors who are on University premises and Minors participating in University-related programs and activities, whether on or off University premises. This Policy, along with applicable law, establishes requirements for University Employees, students, volunteers, and contractors and External Entities who work with any activities/programs that include Minors.

## II. Purpose of Policy

The University hosts a wide variety of Youth Programs both on-campus and off-campus. External Entities may additionally use University premises and facilities to host Youth Programs. It is imperative that Minors in these Youth Programs be overseen in a fashion that is appropriate and intended to keep them healthy and safe. Requirements placed on those working with Minors to ensure their protection and to fulfill the University’s obligations as required by law will be outlined in this Policy or its supporting standard operating procedures.

### A. Youth Programs Generally

This Policy applies to all Youth Programs that involve Minors in their activities, including but not limited to:

1. Youth Programs operated, conducted, or organized by a University unit and which take place on-campus or in University facilities, and Youth Programs that are under the direction and authority of the University at locations off-campus or online. This includes Youth Programs which are structured for multiple participants and those which are not structured for multiple participants, or which may serve only one (1) Minor, such as a Minor volunteering or interning in a University laboratory, as well as auditions, lessons, tutoring, or tours where an Authorized Guardian is not present.

2. Youth Programs that are operated, conducted, or organized by External Entities on University property.
3. Youth Programs that are operated, conducting, or organized by student organizations or any other University-affiliated organization.

## **B. Supervision and Authorized Staff to Program Participant Required Ratios**

Authorized Staff supervision is required for all Minors participating in a Youth Program, where the custody, control, and supervision of Minors is entrusted to the University or an External Entity.

Youth Programs shall adhere, at a minimum, to the supervision ratios recommended by the standards of the [American Camp Association](#) (“ACA”). Youth Programs shall apply stricter ratios than ACA standards as may be applicable by law, regulation, contract, or University or ACA guidance. Any deviation from the applicable standard must be submitted to and approved in writing by the Director of the University Office of Environmental Health & Safety (“EHS”).

It is recognized that unforeseen medical or mental health emergencies can arise that may make continuous supervision by an Authorized Staff difficult or impossible for short periods. Youth Programs should plan for these eventualities to the extent possible and make reasonable efforts to minimize the lapses in supervision, including, but not limited to, staffing in ratios exceeding ACA standards.

## **C. Prohibited Behavior or Contact**

Any inappropriate behavior or contact of a Minor participant in a Youth Program is prohibited. The participation of Minors in Youth Programs requires an increased level of care, and an expectation that individuals will conduct themselves appropriately in the presence of Minors, whether on or off University premises.

Individuals must report instances of suspected abuse, neglect, crimes, or violations of this Policy pursuant to Section V.B. (Procedures, Reporting) herein.

Individuals may report inappropriate conduct or child abuse anonymously. Anonymous reporting can be made using the following link: [www.louisiana.edu/ethicsreport](http://www.louisiana.edu/ethicsreport). While due process considerations may limit the ability to investigate anonymous reports, the University will take appropriate action to ensure the safety of Minors in response to an anonymous report.

## **D. Change of Custody**

Authorized Guardians are required to transfer custody of Program Participants to Authorized Staff upon the start of any Youth Program. Authorized Staff are required to transfer custody of Program Participants back to the Authorized Guardians upon the conclusion of any Youth Program. At no point shall any Program Participant be left unsupervised on University property during the change in custody from Authorized Guardian and Authorized Staff and vice versa (i.e., this prohibition includes not allowing Program Participants to walk home, wait unattended for Authorized Guardians to arrive, etc.).

## **E. Required Training**

1. All Youth Program Personnel must successfully complete training on “Camps on Campus: Keeping Minors Safe”. External Entity Youth Program Personnel must also complete this course (or an equivalent course) which has been reviewed and approved by the Director of EHS. Refresher training will be required every three (3) years following the original training

date. Certificates of training completion shall be maintained by the University Training Platforms and hard copies within the applicable hosting departments.

2. Volunteers and Youth Program Personnel must also successfully complete training on “Camps on Campus: Keeping Minors Safe” before working in or with Youth Programs.
3. The “Camps on Campus: Keeping Minors Safe” training program may be accessed in either the Cornerstone Training LMS or the Moodle portal, via ULINK.
4. Program Directors of University-Sponsored Youth Programs will also be required to complete the “Youth Protection Training” course if Medication is to be administered during the Youth Program in accordance with the “Administration of Medication to Minors Participating in Youth Program Standard of Procedure”. This course is designed for those Program Directors, hosting overnight Youth Programs, in which medication administration may be needed. Refresher training will be required every three (3) years following the original training date. Certificates of training completion shall be maintained by the University Training Platforms and hard copies within the applicable hosting departments.
  - a. A Program Director of a University-Sponsored Youth Program is required to give Volunteers and Youth Program Personnel information that the Program Director received in the “Youth Protection Training” course before the Volunteers and Youth Program Personnel begin working in or with Youth Programs. Program Directors of University-Sponsored Youth Programs must submit written verification that this information has been given to Volunteers and Youth Program Personnel to [universitycamps@louisiana.edu](mailto:universitycamps@louisiana.edu) prior to the start of a Youth Program where medication may be needed.
  - b. The “Youth Protection Training” course may be accessed in Moodle training portal, via ULINK.

## **F. Required Criminal Background Checks**

1. All Youth Program Personnel working in or with University-Sponsored Youth Programs must successfully complete required background checks before working in such activities or programs.
2. External Entity Youth Program personnel must also provide background check verifications of all Youth Program Personnel.
3. Background checks will be required every three (3) years for Authorized Staff. All Youth Program Personnel are required to self-disclose any arrests, pending charges, or criminal convictions, not including minor traffic violations, to the Program Director within three (3) business days of the arrest, indictment, or conviction. Additionally, Youth Program Personnel who will be driving as part of their duties are subject to the University Driver Safety requirements.
4. Youth Programs where Volunteers are essential, may elect or adopt measures and safeguards instead of background checks for one-time Volunteers. The measures adopted must include requirements that the Volunteers complete the “Camps on Campus: Keeping Minors Safe” training; work in public places; never work alone with children; and be directly supervised at all times by a person who has completed a background check and undergone training. The Campus Program Administrator must compile the names and addresses of the Volunteers prior to the event. The Program Director shall have a means to check Volunteers in for the event. Youth Programs adopting this method must have the written approval of EHS.

## **G. University-Sponsored Youth Program Adult Conduct Guidelines**

Authorized Staff and all other adults participating in or present during any University-Sponsored Youth Program shall:

1. Have constant supervision of Minors during the Youth Program. Adults shall use reasonable efforts to always have at least one (1) Authorized Staff member present to supervise Minors participating in a Youth Program. Supervision of Minors means for one (1) or more adult to assume responsibility for the mental and physical safety and well-being of one (1) or more Minor; and, in most instances, the supervising adults have control or oversight of the actions and activities of the Minor(s).
2. Avoid One-On-One Contact. If an activity requires any type of One-on-One Contact these interactions must take place in a location that is open, observable, and interruptible.
3. Authorized Guardians shall not leave Minors unsupervised on University property.
4. NOT participate in any overnight activity with a Minor unless (1) the Minor's Authorized Guardian is present, or (2) the Minor's Authorized Guardian has given express written consent.
5. NOT communicate orally or via email, text message, social media, or other written methods with Minors at any time except for official purpose, where the communication is consistent with the mission of the Youth Program and is a group message and the Program Administrator or another Authorized Staff member participating in the Youth Program is copied. This excludes Minors sharing a relationship established outside of and existing prior to the Youth Program, such as a relationship established by blood, marriage, adoption, or foster care or person with whom the Minor resides.
6. NOT engage in or allow prohibited, abusive, or illegal conduct or language of any kind toward or in the presence of a Minor. The Campus Program Administrator should provide Youth Program Personnel with the list of applicable University policies. All prohibited or questionable conduct shall be reported to the Campus Program Administrator, the Director of EHS, or in the case of a suspected crime, ULPD.
7. NOT administer Corporal Punishment to any Minor attending any Youth Program. This includes hitting, paddling, striking, spanking, slapping, or any other physical force causing pain or physical discomfort.
8. NOT pick up or drop off Minors to and from the Youth Program at their homes or other locations. This excludes adults sharing a preexisting relationship established by blood, marriage, adoption, or foster care or person with whom the Minor resides.
9. NOT provide transportation to Minors during the Youth Program unless the Authorized Guardian has provided express written authorization and the [University Driver Safety Program](#) is followed.
10. NOT possess, distribute, be under the influence of, or engage in the use of alcohol or illegal drugs while supervising or otherwise in contact with Minors.
11. NOT possess dangerous weapons except as necessary when part of the approved activities of a Youth Program. This includes firearms, facsimile weapons, ammunition, explosives, fireworks, knives (excluding kitchen utensils), and other dangerous weapons as defined by

Louisiana Revised Statute 14:2. Activities involving dangerous weapons must be approved by the Director of EHS and ULPD.

12. NOT hold/store, provide, or dispense any over-the-counter medication or prescribed medication to any Minor unless in accordance with Youth Program Medication Administration Protocol. The Youth Program Medication Administration Protocol is only applicable for overnight Youth Programs should the Program Director opt to allow such medication administration.
13. NOT make sexually suggestive or explicit remarks or gestures, and/or make sexually explicit materials in any form available to Minors or assist them in any way in gaining access to sexually explicit materials.
14. Immediately report suspected crime, abuse or neglect in accordance with Section V.B.
15. Immediately report any other violation of the conduct requirements of this Policy to the ULPD or the Campus Program Administrator. If a report is made only to the Campus Program Administrator, they must inform the Director of EHS at the earliest opportunity.

## **H. External Entity Youth Program Guidelines**

External Entity Youth Programs must:

1. Establish a contractual relationship and cooperate with the University for the use of facilities and/or resources.
2. Provide evidence of insurance coverage in accordance with the requirements outlined by EHS.
3. Assume full responsibility for the supervision of participating Minors.
4. Designate an on-site Program Director and a Sponsoring Unit contact.
5. Meet the contractual requirements for background screenings and training as outlined in the External Entity Youth Program Certification Form and in this Policy.
6. Complete the same review and approval process as a University-Sponsored Youth Program;
7. Immediately report suspected crime, abuse, or neglect in accordance with Section V.B
8. Immediately report any other violation of the conduct requirements of this Policy to the ULPD or the Campus Program Administrator. If a report is made only to the Campus Program Administrator, they must inform the Director of EHS at the earliest opportunity.
9. Be responsible for ensuring that the procedures for Program Participant medicine retention and administration adhere to industry standard best practices for Youth Programs or camps.

## **I. Compliance**

Failure to comply with the requirements of this Policy may result in immediate termination of the Youth Program and/or the loss of Youth Program privileges at the University. Youth Programs may be subject to site visits coordinated by EHS and/or the Campus Program Administrator. Any suspected violation of approved Youth Program guidelines will be subject to investigation by the University. Sponsoring Units and individuals shall cooperate with investigations when they occur.

## J. Policy Questions

Questions related to the daily operational interpretation and application of this Policy should be directed to EHS at [safety@louisiana.edu](mailto:safety@louisiana.edu) or 337-482-1840.

## III. Applicability

This Policy applies to all University Employees, students, Volunteers, and contractors and all External Entities working in or with Youth Programs that involve Minors.

## IV. Definitions

1. **Authorized Staff**: is an adult, at least eighteen (18) years of age, who is responsible for supervising Minor(s) participating in a Youth Program and who has complied with University requirements (i.e., registration, background check, and training) to be recognized as Authorized Staff for the Youth Program.
2. **Authorized Guardian**: are person(s) designated in writing by a parent, legal guardian, or having legal custody of a Minor, to act on the Minor's behalf.
3. **Corporal Punishment**: as defined by Louisiana Revised Statute Title 17 Section 416.1, is "using physical force to discipline an [individual], with or without an object" and includes "hitting, paddling, striking, spanking, slapping, or any other physical force that causes pain or physical discomfort."
4. **Clery Act**: is the Crime Awareness and Campus Security Act of 1990, renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") in 1998, which requires higher education institutions to report crime statistics to current and prospective students and employees and the U.S. Department of Education, to give timely warnings of crimes that represent a threat to the safety of students or employees, and to disclose their campus security policies.
5. **Campus Program Administrator**: is an Employee, at least eighteen (18) years of age, designated by the leadership of the University as the responsible party to monitor compliance with this Policy, and to notify University Administration of any violations of this Policy.
6. **Employee**: is any faculty, staff, student worker, graduate assistant, or temporary worker employed by the University.
7. **Environmental, Health & Safety Office ("EHS")**: is the University office tasked with responsibility for all aspects of the University's compliance with occupational and environmental laws and regulations, as well as the general safety of its campus community.
8. **External Entity**: is a third-party individual, contractor, consultant, vendor, student-run organization, or other non-University entity or individual.
9. **External Entity Youth Programs**: are Youth Programs that are operated, conducted, or organized by External Entities on University property or using University facilities, resources, and/or Employees.
10. **Local Law Enforcement Agency**: is the law enforcement agency with jurisdiction over the place where the Youth Program activities are conducted.
11. **Mandatory Reporter**: is any person defined as such in Article 603 of the Louisiana Children's Code required to report known or suspected abuse or neglect of a child, which includes "any person who provides or assists in teaching, training and supervision of a child, including any public or private

teacher, teacher's aide, instructional aide, school principal, school staff member, bus driver, coach, professor, technical or vocational instructor/school staff member, college or university administrator/staff member, social worker, probation officer, foster home parent, group home or other licensed child care institutional staff member, personnel of residential home facilities, a licensed or unlicensed day care provider, or any individual who provides such services to a child in a voluntary or professional capacity," and further includes "health practitioners, mental health and social service practitioners, members of the clergy, teaching or child care providers, police officers or law enforcement officials, commercial film and photographic processors, mediators, CASA volunteers, organizational or youth activity providers and school coaches."

12. **Minor**: is any person under eighteen (18) years of age.
13. **One-On-One Contact**: is a personal, unsupervised interaction between any Authorized Staff and an individual Minor without at least one (1) other Authorized Staff member or the participant's Authorized Guardian present.
14. **Program Director**: is an Authorized Staff member on-site who is responsible for the day-to-day operations of the Youth Program and who oversees Youth Program Personnel.
15. **Program Participant**: is a Minor attending a Youth Program.
16. **Sponsoring Unit**: is the academic or administrative unit of the University which offers a Youth Program or gives approval for housing or use of facilities pursuant External Entity Youth Programs.
17. **Visiting Minor**: is any Minor participating in an activity on University Property which is not offered for traditional University academic credit or as part of an enrolled University student's academic program, and which is not a Youth Program, such as externally sponsored short-term day field trips and visits, and programs or events that are open to the general public, such as sporting events, concerts, or theatrical performances.
18. **Volunteer**: is any individual working in an unpaid capacity in a Youth Program who has met the requirements of Authorized Staff.
19. **Youth Program**: is any program, event, activity, or endeavor that is (1) designed to serve Minors; (2) offered by Athletics or various academic or administrative units of the University; or by student organizations or other University-affiliated organizations; or by External Entities using University facilities; (3) which is not offered for traditional University academic credit or as part of an enrolled University student's academic program; and (4) during which Authorized Guardians are not expected to be responsible for care, custody, and control of the Minors (e.g., workshops, sport camps, academic camps, conferences, pre-enrollment visits, 4-H or Cooperative Extension programs, and similar activities).
20. **Youth Program Personnel**: are the Campus Program Administrator, Program Director, and Authorized Staff. This definition does not include support personnel who do not directly interact with Program Participants.
21. **University-Sponsored Youth Program**: is any Youth Program where the University assumes the supervision of Minors, in which Minors will be physically present and participating under the supervision of University Employees, wherever such Youth Programs may occur.



## V. Policy Procedure

### A. Program Registration

All Youth Programs must submit a Youth Program Registration Form and all requested documentation by email to the Campus Program Administrator at [universitycamps@louisiana.edu](mailto:universitycamps@louisiana.edu) and EHS at [safety@louisiana.edu](mailto:safety@louisiana.edu). Youth Program registration must be submitted and approved before beginning to advertise or accept registrations.

Youth Program Directors must register with the [University Emergency Notification System \(“ENS”\)](#), to ensure proper notification in the event of an emergency. The Program Directors shall be the ENS points of contact for their respective Youth Programs.

Sponsoring Units of Youth Programs must maintain an up-to-date listing of those Youth Programs being offered through their department. Such lists should include each Youth Program and all details of that program including Program Participant age range, number of Program Participants, and contact information applicable to all Youth Program parties.

### B. Reporting Suspected Abuse

All University Employees, students, Authorized Staff, Volunteers, and other adults, regardless of their status as a Mandatory Reporter, who reasonably suspect that a Minor is or has been the victim of a crime, abuse, or neglect are required to report it as follows:

**Any uncertainty as to whether reporting is required should always be resolved in favor of making a report pursuant to this Policy.**

**First**, they shall immediately make a report to ULPD (337-482-6447).

**Second**, if they are also a Mandatory Reporter, they shall immediately make a report to the Department of Children and Family Services/Child Welfare (“DCFS”) and/or local law enforcement officials.

If the alleged perpetrator is a parent or caretaker: Call DCFS Child Abuse Hotline: 855-4LA-Kids (855-452-5437) Toll Free 24 hours per day, 365 days per year.

If the alleged perpetrator is an individual other than a parent or caretaker: Call the Local Law Enforcement Agency. Note that if the crime (or suspected crime) occurs on University campus, ULPD is the Local Law Enforcement Agency.

**Third**, Employees and Authorized Staff shall report this information to the Program Director within twenty-four (24) hours of making the initial report to ULPD and/or DCFS or Local Law Enforcement.

ULPD shall notify the Title IX Coordinator and other University officials of the report, as appropriate and in accordance with the law and the University's policies. The Campus Program Administrator will then notify the Director of EHS as soon as possible.

For more information on Reporting Child Abuse/Neglect, please visit: <http://www.dcfslouisiana.gov/page/reporting-child-abuse-neglect>.

### C. Reporting Violations of This Youth Protection Policy and Other Important Information

Any adult who becomes aware of any violation of the conduct requirements or other tenets of this Policy shall have the following responsibilities:



1. Should ULPD or the Program Director be notified of a violation of this Policy, ULPD and/or Program Director shall promptly notify the Campus Program Administrator. The Campus Program Administrator will then notify the Director of EHS.
2. Any person employed or otherwise participating in a University Youth Program who is subject to any criminal arrest, warrant, charge, booking, citation, conviction, bill of information, or plea and/or any contact from or with DCFS regarding a possible violation must report verbally or in writing, to the Campus Program Administrator and the Director of EHS as soon as possible.

## **VI. Enforcement**

The Director of EHS is responsible for the enforcement of this Policy.

The University may ban any Youth Program, Program Director, Youth Program Personnel, student organization, University-affiliated organization, or External Entity from holding or participating in future Youth Programs for violations of this Policy, inappropriate conduct, or other good cause. This decision will be made at the University's sole discretion and is not subject to appeal.

University Employees directly or indirectly associated with Youth Programs and found in violation of this Policy are subjected to disciplinary action up to and including termination of employment.

Individual sanctions for violations of this Policy will depend on the circumstances and the nature of the violation but may include the full range of available University sanctions applicable to the individual, pursuant to the Office of Human Resources, the Faculty Handbook, the Code of Conduct and Ethical Behavior Policy, and/or the Code of Student Conduct, up to and including dismissal/termination.

The University may terminate its relationship with any External Entity or volunteers who fail to comply with this Policy.

## **VII. Policy Management**

Upon adoption, the Vice President for Administration and Finance shall be the Responsible Executive for this Policy in charge of the management of this Policy. The Director of EHS is the Responsible Officer for this Policy. EHS is the Responsible Office for this Policy.

## **VIII. Exclusions**

This Policy shall not apply to the following:

1. Undergraduate and graduate academic programs in which minors are enrolled for academic credit.
2. Events on campus which are open to the public (e.g., athletic events, plays, concerts, etc.).
3. Visiting Minors.
4. Single incidental visits by Minors interacting with University faculty or staff, but not as part of a Youth Program (e.g., tours of facilities, visiting a family member at work, or discussing academic, intellectual or career interests, etc).
5. Private, invitation-only, personal events (e.g., birthday parties, weddings, etc.) that occur on University campus.

6. Other programs as may be designated as exempted from this Policy by EHS on a case-by-case basis.

## IX. Effective Date

This Policy is hereby adopted on 10/25/2022.

## X. Adoption

This Policy is hereby adopted on 10/25/2022.

DocuSigned by:  
Joseph Savoie  
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**Dr. E. Joseph Savoie**  
**President**

## XI. Appendices, References, and Related Materials

- ✦ Request for University Camp Form (Non-Athletic Camps)
- ✦ Request for Athletic Camp Form
- ✦ Administration of Medication to Minors Participating in Youth Program Standard of Procedure
- ✦ Youth Program Participant Health History Form
- ✦ Insurance Requirements
- ✦ External Entity Youth Program Certification Form
- ✦ UL Lafayette Athletic Camp Manual
- ✦ UL Lafayette Camp Manual
- ✦ UL Lafayette Housing Manual for Camps & Conferences
- ✦ [Louisiana Children's Code, Article 603](#)
- ✦ [Louisiana Children's Code, Article 610](#)
- ✦ [Louisiana Revised Statutes, 46:51.2\(F\)\(2\)](#)
- ✦ [Jeanne Clery Act & Campus Security Authority Information](#)

## XII. Revision History

- ✦ Original adoption date: 10/25/2022.