

# SNR Youth Activity Safety Policy & Procedure

## UNL Policy

<http://police.unl.edu/policies/youth-activity-safety-policy>

## SNR Policy

SNR shall comply with the UNL Youth Activity Safety Policy and shall consider this part of employee training. SNR shall distribute the UNL and SNR policies to each paid employee and graduate student, and shall require that they sign an acknowledgement form indicating that they have read and understand them. This will be incorporated into the SNR new-employee process and incorporated into the SNR open house for graduate students.

The SNR Associate Director shall oversee the SNR Youth Activity Safety procedure, and the SNR Director's office staff shall assist. The SNR Associate Director may select a designee as needed.

SNR shall collect forms on a calendar-year basis, January 1 through December 31. The forms shall be retained following the UNL Record Retention policy. If an employee/graduate student is involved in a youth activity that is coordinated by another department during the calendar year, he/she may notify the SNR Associate Director or his/her designee via email and request that his/her signed acknowledgement form be provided to the other unit. The UNL Museum and SNR have agreed to a reciprocating agreement to accept/receive these forms.

Documents and Forms (All documents and forms or links to them are provided on the SNR Employee Information and Forms websites.)

1. Activity Director Checklist, <http://police.unl.edu/policies/youth-activity-safety-policy-checklist>
2. Activity Worker Guidelines, <http://police.unl.edu/policies/activity-worker-guidelines>
3. SNR Activity Worker Acknowledgement Form
4. Sample Parent/Guardian Information form, <http://police.unl.edu/policies/activity-worker-guidelines> under Associated Files. To be incorporate into existing event registration form.
5. SNR Parent/Guardian Information to be posted at events

## Procedure

Youth Activities that require registration, e.g., Weather Camp, Nature Adventure Camp

1. As early as possible, the Activity Director who is managing the activity contacts the SNR Associate Director and provides a description of the target audience, begin/end dates of the activity. If the target audience is adults 19 and older, the policy does not apply. If the target audience is youth under age 19, the policy applies.
2. A minimum of 21 days (3 weeks) prior to the first day of the event, the Activity Director provides the SNR Associate Director or his/her designee with the name(s), email address(es), and phone number(s) of each anticipated Activity Worker. It is recommended that the Activity Director include extra names in the event an Activity Worker is not able to help with the event.
  - a. If the event is going to an off campus location and participants will remain in a group while making the visit, personnel affiliated with the off campus location will not be considered Activity Workers.
  - b. If the event is going to an off campus location and participants will be in one-to-one settings with personnel affiliated with the off campus site, those personnel will be considered Activity Workers.
3. The SNR Associate Director or his/her designee shall make contact with the anticipated Activity Workers and provide a copy of the Activity Worker Guidelines and SNR Activity Worker Acknowledgement form that they must complete/submit by a designated date.
4. Once the form is returned to the SNR Associate Director or his/her designee, the Sex Offender Registries will be checked and a copy of the results will be attached to the Activity Worker

Acknowledgement form. The SNR Associate Director will contact any individuals whose registry check makes them ineligible to participate.

5. Prior to the first day of camp, a list of approved Activity Workers will be provided to the Activity Director who is responsible for checking in each person assisting with the event. It is recommended that the Activity Director assign a staff member to complete the check-in.
6. Within one week after the last day of camp, the Activity Director shall provide to the SNR Director's Office the completed registration forms and the Activity Worker check-in sheet, which will be retained in accordance with the UNL Retention Policy. Photo permissions shall be retained in SNR with the images in accordance with SNR and UNL policy.

Recruiting Events – These are coordinated at higher levels and fall under their policies. We do not have any recruiting events in Hardin Hall that are specific to SNR.

#### Public Events, e.g., Weatherfest, Naturepalooza

1. As early as possible, the Activity Director who is managing the activity contacts the SNR Associate Director and provides a description of the target audience, begin/end dates of the activity. If the target audience is adults 19 and older, the policy does not apply. If the target audience is youth under age 19, the policy applies.
2. A minimum of 21 days (3 weeks) prior to the first day of the event, the Activity Director provides the SNR Associate Director or his/her designee with the name(s), email address(es), and phone number(s) of each anticipated Activity Worker, which includes exhibitors. It is recommended that the Activity Director include extra names, in the event an Activity Worker is not able to help with the event.
3. The SNR Associate Director or his/her designee shall make contact with the anticipated Activity Workers and provide a copy of the Activity Worker Guidelines and SNR Activity Worker Acknowledgement form that they must complete/submit.
4. Once the form is returned to the SNR Associate Director or his/her designee, the Sex Offender Registries will be checked and a copy of the results will be attached to the Activity Worker Acknowledgement form. The SNR Associate Director will contact any individuals whose registry check makes them ineligible to participate in the event.
5. Prior to the first day of the event, a list of approved Activity Workers will be provided to the Activity Director who is responsible for checking in each person assisting with the event. It is recommended that the Activity Director assign a staff member to complete the check-in.
6. Within one week after the last day of the event, the Activity Director shall provide to the SNR Director's Office the Activity Worker check-in sheet, which will be retained in accordance with the UNL Retention Policy. Photo permissions shall be retained in SNR with the images in accordance with SNR and UNL policy.

#### Job Shadowing

1. Faculty/Staff who are asked to allow a youth to shadow them, must provide to the SNR Associate Director the name and contact information of the person making the request, the name of the youth, and anticipated job shadowing date, if that has been set.
2. The SNR Associate Director or his/her designee shall make contact with the requester, provide a Parent/Guardian Information form and ask them to arrange for the parent/guardian to review, sign and return prior to the job shadowing being authorized.
3. Once the Parent/Guardian Information form is returned, the SNR Director's Office shall inform the faculty/staff that the form has been returned.
4. The faculty/staff being shadowed must provide to the SNR Associate Director the names of people, other than him/herself, who he/she anticipates may be in contact with the student during the shadowing and the building name/room number of all locations he/she plans to be with the youth during job shadowing. If they will be in a room without a window at any time, a second adult of a different gender as the first adult must be present or, if in an office, the door must be open.
5. The SNR Associate Director will approve/deny the request and notify the faculty/staff.