



# Youth Protection Program

Spring/Summer 2021

San Francisco State University  
Administration & Finance

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- Youth Protection Program - Why are we here?
- Youth Protection Program Components

# Youth Protection Program

Why are we here?

# Why are we here?

- 1 in 4 girls and 1 in 6 boys will be abused
- 10% of all schoolchildren will be abused while in school
- 80% of all cases go unreported



## Protecting Youth in our Programs

- Ensure the safety of children participating in SF State programs or programs on SF State property
- Protect our employees and the university
- Do the right thing



## SAM Claim Settlements

- Penn State: \$237mm
- Baylor: \$223mm
- UCLA: \$215mm
- USC: \$1bn

Average sexual molestation/abuse claim cost is now \$7mm

Reputational cost can be even more damaging than financial cost.



## Chancellor's Office Audit

- “Through our request for documents, website searches, and inquiries, we identified 113 MOC programs. However, ...we could not ensure that our listing was all-inclusive.”



# Why are we here?





# Youth Protection Program

## Overview

## What is a “Youth Program”?

All events, operations or activities, in-person or virtual, designed for participation by minors **organized by SF State** in which youth program personnel are responsible for the care, custody, or control of minors; and all events, operations, or activities for participation by minors administered by an **auxiliary organization or other third-party organization** on SF State property.

Typical youth programs include, but are not limited to, instructional programs, day camps, overnight camps, and sports camps.

On February 26, 2021,  
President Mahoney signed  
[University Executive Directive  
#21-46, San Francisco State  
University Youth Protection  
Program.](#)

## San Francisco State University Youth Protection Program

### University Executive Directive #21-46

#### I. Introduction

San Francisco State University strives to promote an environment that is safe, engaging, and productive for all members of its community. The University recognizes the distinct, inherent risks associated with activities involving minors and endeavors to mitigate these risks by imposing the directive outlined below. San Francisco State University has zero tolerance for abuse or neglect of minors. Any form of abuse or neglect, sexual or otherwise, of a minor by anyone affiliated with the University is prohibited, regardless of their employment status, role, tenure status, volunteerism, or contract.

#### II. Authority

- CSU Chancellor's Office Executive Order 1083 - Mandatory Reporting of Child Abuse and Neglect
- CSU Technical Letter HR 2017-17 Background Check Policy
- Draft CSU Managing Risk in Youth Programs Resource Guide (02-27-2020)

#### III. Definitions

**Youth Program:** All events, operations or activities designed for participation by minors organized by SF State in which YOUTH PROGRAM PERSONNEL are responsible for the care, custody, or control of minors; and all events, operations, or activities for participation by minors administered by an auxiliary organization or other third-party organization on SF State property. Typical youth programs include, but are not limited to, instructional programs, day camps, overnight camps, and sports camps.

**Youth Program Personnel:** Any full-time or part-time employee of SF State or its auxiliary organizations working in any YOUTH PROGRAM run or sponsored by SF State or its auxiliary organizations; or any students, student assistants, or volunteers working in any YOUTH PROGRAM administered or sponsored by SF State or its auxiliary organizations.

**Minor:** Any person under the age of 18.

#### IV. Policy Statement

This directive provides the University's minimum standards and expectations of Youth Program Personnel when interacting with minors through University-run or -affiliated Youth Programs. Youth Programs vary in size and scope and the University encourages Program Directors to adapt their own specific policies and procedures, and, in consultation with Enterprise Risk Management, tailor them to their individual program(s) in addition to the minimum requirements outlined below. All Youth Program

These Youth Protection Program requirements **do not apply to:**

- Minors enrolled in academic coursework at SF State
- Minors attending Campus events under the supervision of a guardian or chaperone (e.g., K-12 schoolteacher, parent) at all times.
- Off-campus academic internships and service-learning opportunities

University faculty, staff and others who only interact in academic classes or other traditional academic settings with matriculated SFSU students who are under the age of 18 are not obligated to undergo training or background checks as required by SF State's Youth Protection Program.

# Youth Protection Program Overview

- All youth programs, in-person and virtual, will need to comply these requirements effective June 1, 2021.
  - Campus-sponsored youth programs
  - Auxiliary Organization-sponsored youth programs
  - Third-party youth programs
- All Youth Protection Program requirements must be satisfied prior to a youth program being “approved” by Enterprise Risk Management.



1. Youth Program Registration
2. Youth Program Personnel Background Checks
3. YPP Code of Conduct
4. Youth Protection Training for all third-party Youth Program Personnel
5. Abuse Reporting Procedures
6. Third-Party Requirements

All youth program directors must register their program and through the Enterprise Risk Management.

Information required to register the program includes:

- Days and times of youth program activities
- Estimated number of program participants with participants ages
- Location of activities
- Types of activities including higher risk activities
- Comprehensive list of all youth program staff, student assistants and volunteers

# Background Checks and Fingerprinting

CSU requires **criminal background check** for all CSU employees, volunteers and consultants who perform work involving direct contact with minor children at CSU-hosted academic or recreational programs that are operated by the CSU or held on CSU property, operated by a CSU auxiliary organization, or operated by an outside entity on CSU property.





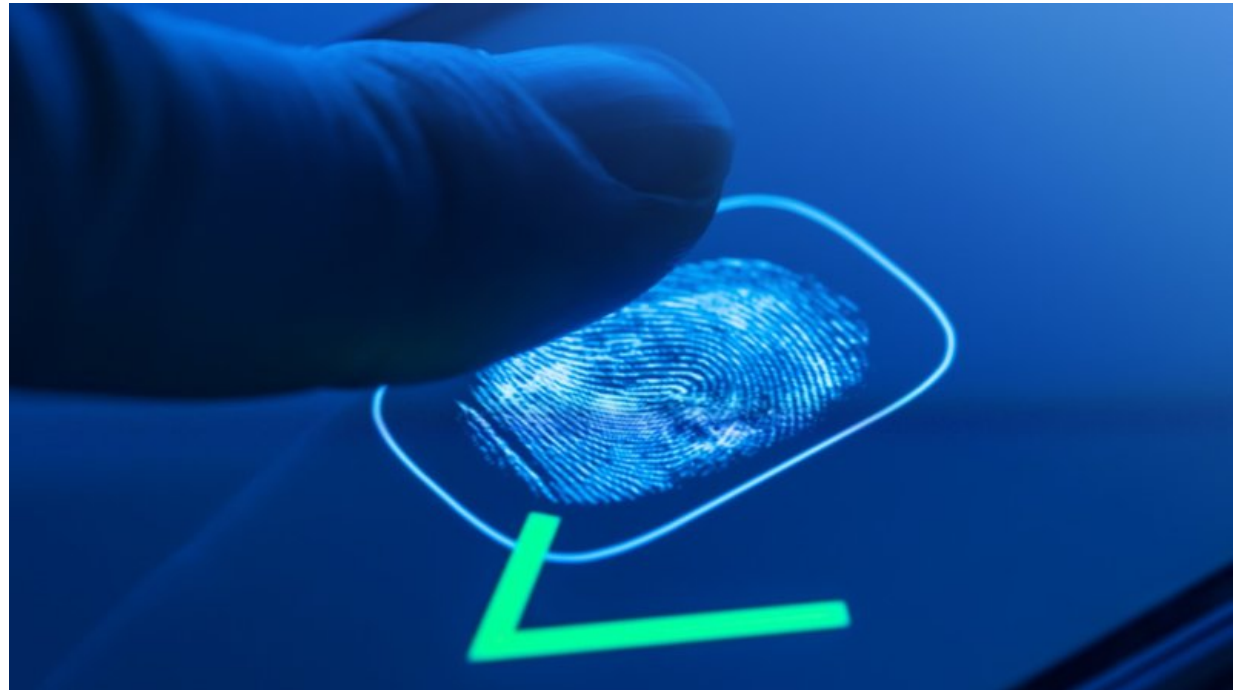
# Background Checks and Fingerprinting

The CSU requires **fingerprinting(Live Scan)** for any employee or volunteer who will have direct contact with minor children in academic or recreational programs operated by the CSU or held on CSU property.



# Background Checks and Fingerprinting

Auxiliary Organizations and outside entities that operate recreational camps or clinics on CSU property or under the CSU name must ensure that all individuals who perform work in youth programs camps undergo appropriate background checks.



# Background Checks and Fingerprinting

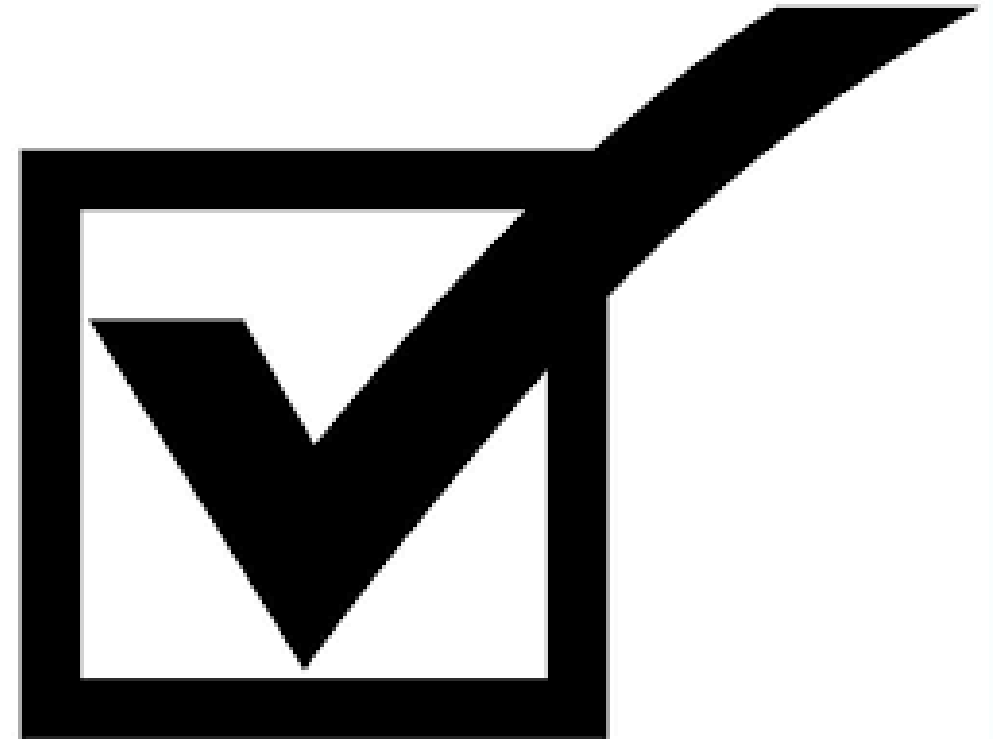
Youth program Directors will submit a list of all employees, student assistants and volunteers who will be interacting with minors.

Human Resources will then ensure that they have LiveScan results for each employee and volunteer submitted by the youth program Director.



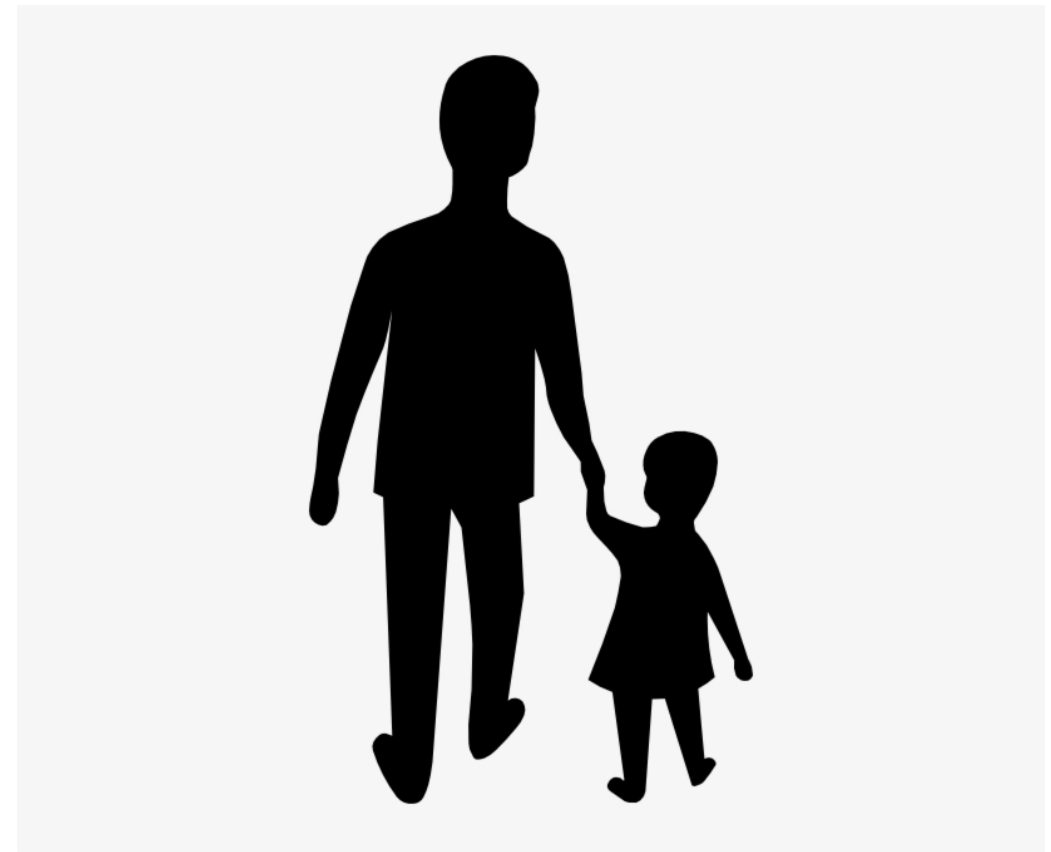
# Background Checks and Fingerprinting

If a current employee or volunteer has not previously been subject to a background check, one will be performed prior to the individual being allowed to participate in a youth program.



## Who is not required by this procedure to obtain a background check:

- Students participating in off-campus academic internships and service-learning programs unless the external learning site requires (and administers) background checks
- Parents, legal guardians and chaperones accompanying and supervising children in their care, custody and control, at all times.



## Youth Program Director Responsibilities

1. Provide a list of all employees, student assistants and volunteers participating in the youth program
2. Advise all youth program employees, student assistants and volunteers of the requirement to schedule and receive a Live Scan background check
3. Ensure that all required background checks have been performed and results returned before a youth program can commence.

## Youth Program Director Responsibilities (cont.)

4. Assume all costs related to these requirements
5. Coordinate with Human Resources to ensure that individuals currently employed by the University and interacting with minors who have not been subject to a background check previously pass a background checks before being permitted to further interact with minors.

Detailed information about the CSU's Background Check Policy can be found in [CSU Human Resources Technical Letter HR 2017-17](#).

Note: Human Resources has recently received notice that the CSU's Background Check requirements are being revised. Information will be provided to all Youth Program Directors and Campus Liaisons when the updated guidance is issued by the Chancellor's Office.

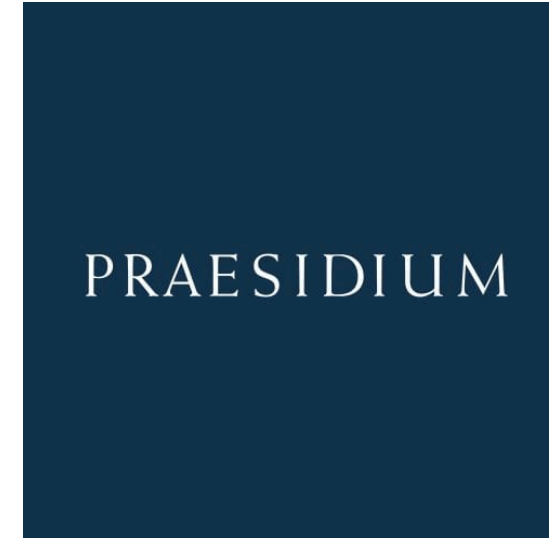


1. Annual Youth Program Training for Youth Program Directors
2. Youth Protection Training for all Youth Program Personnel (program directors, employees, volunteers and students)
  - Must be completed prior to working with minors
  - Available on CSULearn to all employees and volunteers



## Required Training for Youth Program Directors

- Annual ERM Youth Program Administration Training
- Praesidium Training Modules
  - Meet Sam (20 minutes)
  - It Happened to Me (20 minutes)
  - Keeping Your School Safe (20 minutes)



## Required Training for Youth Program Staff

- CSU Learn Training Modules
  - Meet Sam (20 minutes)
  - It Happened to Me (20 minutes)
  - Keeping Your School Safe (20 minutes)



## Required Training for Youth Program Volunteers

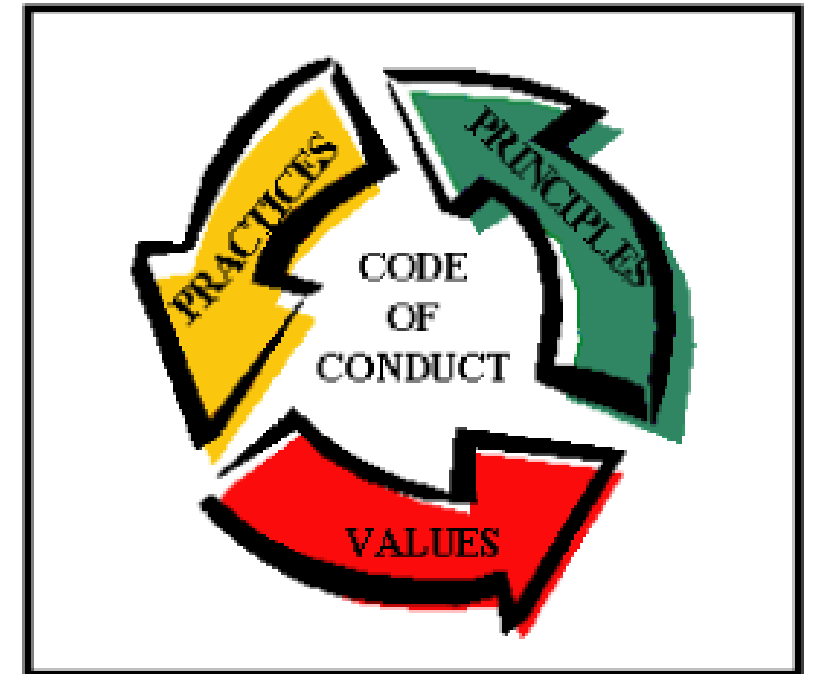
- Abuse Risk Management for Volunteers (10 minutes)

*Volunteers will be sent an email advising them to complete the training on the Praesidium website*



As SF State employees and volunteers, it is our duty to safeguard youth in our care.

All youth program personnel (program directors, staff and volunteers) will be required to annually review and acknowledge receipt of SF State's "Code of Conduct – Standards for Interacting with Youth".



## [CSU Executive Order 1083](#)

requires that most employees, volunteers and independent contractors interacting with minors on campus or in university-sponsored youth programs be designated as mandated reporters with a duty to report suspected child abuse and/or neglect.





Youth Program Personnel identified as mandated reporters will be provided with the appropriate paperwork by Human Resources as part of the process for hiring employees or appointing volunteers to work with youth programs.

All Youth Program Directors will be required to to develop or update program-specific staff manuals or guidelines to align with the Youth Protection Program.

Enterprise Risk Management has developed a template that you, as Program Directors, can edit to meet the specifics of your youth program.



1. Submit Youth Program Registration Form with contact information spreadsheet for all youth program personnel (director(s), staff, student assistants and volunteers).
2. Submit all hiring paperwork and volunteer authorization forms to HR.
3. Work with HR to determine individuals requiring background checks/finger printing and direct those individuals to UPD.
4. Obtain confirmation from HR that all background checks have been successfully completed.
5. Obtain and retain Code of Conduct forms from all personnel
6. Confirm with ERM that all training has been completed by personnel.

Youth programs administered or sponsored by auxiliary organizations are subject to the same requirements as campus youth programs.

Additionally, CSURMA requires that auxiliary organizations purchase **Participant Accident Insurance (PAI)** for all auxiliary organization-sponsored youth programs. PAI can be purchased quite affordably through the CSURMA Program Administrators at Alliant Insurance.

## Background Check and Fingerprinting Requirements

Michael Luong

[michaelluong@sfsu.edu](mailto:michaelluong@sfsu.edu)

## CANRA/Mandated Reporter

Jihad Totah

[jtotah@sfsu.edu](mailto:jtotah@sfsu.edu)

## Auxiliary Organization-administered Youth Programs

Anthony Victoria

[avict@sfsu.edu](mailto:avict@sfsu.edu)

## Youth Program Registration, Code of Conduct, Training Requirements and Program-specific Handbook Development

Michael Beatty

[mbeatty@sfsu.edu](mailto:mbeatty@sfsu.edu)

- [Executive Order 1083: Mandatory Reporting of Child Abuse and Neglect](#)
- CSU's Background Check Policy can be found in [CSU Human Resources Technical Letter HR 2017-17](#).
- [SFSU Minors on Campus Audit Report 20-31](#)

# Youth Protection Program

Thank You and Questions

# Contact Us at:

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## Enterprise Risk Management

1600 Holloway Avenue, ADM 260  
San Francisco, CA 94132



## Phone

(415) 338-2565



## Email / Website

[riskmgmt@sfsu.edu](mailto:riskmgmt@sfsu.edu)

[erm.sfsu.edu](http://erm.sfsu.edu)