Oregon State University is dedicated to providing safe environments for all youth. All departments must follow OSU Youth Program Policies and Guidelines. The following are expectations for all working with youth at OSU. For full details, please see the OSU Youth Program Policies and Guidelines manual here: http://oregonstate.edu/precollege/support-services

Culture of Responsibility (CoR) Principles
All must adopt a shared set of values and practices defining a “culture of responsibility” (CoR) for youth safety (*Sharing, Understanding, Acting*), and these principles should be communicated as an integral aspect of each program.

- **Sharing**: *Everyone* shares responsibility for providing for safety at all times.
- **Understanding**: *Everyone* is responsible to understand OSU’s expectations and responsibilities to create a safe environment (see below).
- **Acting**: *Everyone* must act to resolve safety concerns in a timely fashion.

Expectations for Adults Working with Youth
Share your enthusiasm! Inspire the youth! Focus on positive education! Plan for safety through the Culture of Responsibility (CoR) Principles.

- Create a welcoming environment with open spaces and without locked doors.
- Model respectful behavior for the participants, other staff and volunteers. Avoid inappropriate adult conversations and topics, including adult-oriented jokes or discussion of sexual interactions.
- Disciplinary measures never include use of physical punishment or failure to provide necessities of care, such as food, water or shelter. Nor should punishments single out an individual for group ridicule.
- Observe the physical and emotional state of youth each time they participate in a program. Signs of injury or suspected child abuse must be reported (see following section).
- Bullying, hazing or secret initiations are never allowed. Maintain adult-youth boundaries. Staff should ensure that programs are psychologically and emotionally safe for everyone, in addition to physically safe.
- All communications (including cell phone and email communication) should be done on a public forum or with a third party included. Communicate on “group pages” on social media rather than privately “friending” youth.
- Inappropriate use of cameras, imaging, cell phones, or digital devices is prohibited. It is inappropriate to use any device capable of recording or transmitting visual images in showers, restrooms, changing rooms, or other areas where privacy is expected by participants.
- Photos of youth cannot be shared by individuals. Departments may share photos for educational or promotional reasons if proper medial releases have been obtained.
Supervision Guidelines

- The **recommended supervision ratio** for on-site programs is one staff or volunteer for every ten youth (1:10). If the youth participants are younger than 3rd grade (or 8 years old), the recommended ratio is one staff or volunteer for every five youth (1:5).

- Faculty, staff, and volunteers should **avoid situations where they are alone with one, unrelated youth**. Inform another volunteer or staff when this is unavoidable. Private conversations should happen at a distance from other youth, in view of other adults and not behind locked doors. A “Two Deep” policy where two or more adults are present with youth at all times is highly recommended.

- Youth should be within **visual and/or hearing supervision of volunteers or staff at all times**. Exceptions to visual supervision include bathroom or changing room use. Under these circumstances staff or volunteers should respect youth privacy and, (a) remain within hearing supervision; and, as age appropriate, (b) dismiss youth to bathroom in groups of 3-5 to reduce risk.

- To avoid youth-youth abuse, **youth should not be left alone with another unrelated youth for more than a few minutes**. Be aware and check on youth to avoid prolonged time in bathrooms or changing rooms where they are not supervised. Groups of 3-5 youth are safer than two.

**Reporting Suspected Child Abuse**

All OSU Youth Program employees are mandatory reporters of child abuse under Oregon law, and other OSU volunteers must also follow these mandatory reporting requirements. This means we are required to report reasonably suspected abuse to appropriate agencies immediately upon witnessing or being notified of suspected abuse. For information and training on mandatory reporting, see the Office of Human Resources webpage: [http://eoa.oregonstate.edu/mandatory-reporting-child-abuse-neglect](http://eoa.oregonstate.edu/mandatory-reporting-child-abuse-neglect). As part of our CoR Principles, timely and diligent reporting of suspected abuse is critical for ensuring safe environments. Trust your instincts; if you see suspected evidence of abuse, report it immediately to your supervisor and the Department of Human Services (DHS) Child Welfare child abuse hotline: 541-757-5019.
Sexual Misconduct and Discrimination Policy

Oregon State University is committed to creating an equitable and inclusive campus free of all violence, harassment, and discrimination. The university embraces and respects differences in sex, gender, gender identity, gender expression, and sexual orientation among all individuals. All individuals who are participating in university programs and activities have the right to do so fully, free from sexual discrimination, misconduct, and retaliation. The university prohibits sexual misconduct of any kind, including sexual harassment, intimate partner violence, sexual exploitation, and stalking. Such misconduct violates university policy and may also violate state or federal law. When such misconduct occurs, the university will take steps to stop, prevent recurrence, and remedy the impacts of such behavior.

Employee Responsibilities to Report Sexual Misconduct and Discrimination

All Oregon State University employees are considered "Responsible Employees" and must consult with the Office of Equal Opportunity and Access when they are made aware or have reason to believe that a violation of the Sexual Misconduct and Discrimination policy has occurred.

| Who Must Consult? | All OSU employees* are “Responsible Employees” and must contact the University Title IX Coordinator, Kim Kirkland, or her designee in EOA on disclosures of any form of sexual harassment, including sexual/dating/domestic violence and stalking. |
| When? | Promptly after you have information about or reason to believe any form of sexual harassment is/has been experienced or perpetrated by an OSU student/staff/faculty (at any time or place); occurred on OSU property; or occurred during an OSU activity. |
| How? | Immediately contact the University Title IX Coordinator or EOA via the online reporting tool at http://eoa.oregonstate.edu/, by e-mail at equal.opportunity@oregonstate.edu, or by phone at 541-737-3556. EOA will consult with you to determine next reasonable steps. |

By signing below, I certify I have read and agree to follow the agreement as outlined in the OSU 2018 Summer Youth Program Safety Agreement. I understand that I may be suspended or terminated from my role if I choose not to follow these expectations.

______________________________
Printed Full Name

______________________________
Signature

______________________________
Date

______________________________
Camp/Program Name          Date(s)