UW-1045 YOUTH PROTECTION

Addendum A: Minimum Requirements for Third-Party Youth Activity Contracts

All contracts governing third-party youth activities ("activities") must include the following provisions. A template is available from the Office of Youth Protection.

Information to be collected by UW-Madison through the contract process:

1. Third party contact information
   a. Organization name
   b. Business address
   c. General contact information (e.g., telephone, email, website)
   d. Main contact person
2. Date(s)/times and location(s) of the activity
3. Name of authorizing unit

Requirements for the third-party, including records retention (see section 14 below):

4. Record collection requirements
   a. All activities must collect and retain the following information for all authorized custodians, authorized assistant custodians, and authorized adults:
      i. Name
      ii. Contact information
      iii. Completion dates of screening and training requirements
      iv. Name and contact information for vendors conducting screening or training
   b. Activities providing custodial care of youth participants must, at minimum, collect the following youth participant information:
      i. Names
      ii. Contact information (e.g., telephone, email)
      iii. Emergency contact information (e.g., name, relationship to youth participant, telephone)
5. Screening requirements
   a. Authorized custodians, authorized assistant custodians, and authorized adults must pass a background check meeting minimum standards outlined in *UW-5014, Criminal Background Checks* prior to the start of the activity.
   b. Third parties must prohibit employees, contractors, or volunteers from serving as authorized adults, authorized assistant custodians, and authorized custodians in the activity if they are:
      i. Known to have engaged in any sexual violence or sexual harassment
      ii. Under current investigation for involvement in sexual violence or sexual harassment
      iii. Known to have left prior employment during an active investigation of allegations of sexual violence or sexual harassment that were made against them.
6. Training requirements
   a. Authorized adults, authorized assistant custodians, and authorized custodians must be trained on UW-Madison's third-party youth activity incident reporting requirements matrix.

   b.   Authorized assistant custodians and authorized custodians must also be trained on the supervision standards outlined below.
7. Supervision standards
   a.   Activities offering custodial care by third parties, including field trips associated with these activities, must meet all minimum standards outlined in UW-1045 Section IV(A)(B)(E) including, but not limited to, maintaining supervision ratios, prohibiting one-on-one contact except in situations outlined in Section IV(B)(3), and requirements pertaining to overnight supervision.
   b.   Third parties offering non-custodial activities where schools and/or other participating organizations retain custodial care of youth participants must set expectations for supervision with the schools and/or other participating organizations reflective of requirements in Addendum B.
   c.   All residential activities must also comply with the following:
      i.   Meet all requirements for UW-Madison's license to hold recreational camps under *ATCP 78 Recreational and Educational Camps*.
      ii. Complete an intake meeting with UW-Madison's Office of Youth Protection prior to executing the contract in referenced in UW-1045 Section VIII.
8. Prohibited conduct: Conduct outlined in UW-1045 Section IV(C)(D) is prohibited.
9. Requirements concerning other governing authorities: Observance of additional youth protection requirements set by relevant bodies (e.g., NCAA, U.S. Center for SafeSport) is required.
10. Insurance requirements: The third party must meet minimum insurance limits, indemnification, and additional requirements set by the Office of Risk Management.
11. Emergency Preparedness: The activity must abide by established emergency protocols provided by the contracted facility or facilities and have a written plan that complies with all other requirements set by the Office of Youth Protection and Office of Risk Management for emergency situations outlined in UW-1045 Section V(A).
12. Monitoring and reporting requirements
    a.   Authorized custodians, authorized assistant custodians, and authorized adults are required to monitor and report activities according to UW-Madison's third-party youth activity incident reporting requirements matrix. This includes but is not limited to:
       i.   Any suspected physical abuse, neglect, or sexual abuse;
       ii. Sexual harassment or sexual violence as defined by UW-146 Sexual Harassment and Sexual Violence;
       iii. Incidents resulting in serious harm, requiring professional medical attention, including treatment beyond basic first aid, near misses; and
       iv. Incidents of illegal or unauthorized drug use.
13. Advertising
    a.   University logos, images, and other marks may not be used in association with activities.
    b.   Advertising (e.g., brochures, websites) for the activity must clearly state that the activity is not affiliated with the University of Wisconsin-Madison.
14. Record retention: Records of compliance with this policy must be maintained by the third party for a minimum of seven-years following the conclusion of the contract period. All compliance information is subject to audit by UW-Madison within this seven-year period. An official request

for information outside of a formal audit process may also be made for this information during the seven-year period by the Office of Youth Protection or the Office of Legal Affairs.

15. Consequences for noncompliance: Activities are subject to immediate contract termination along with associated financial and legal liability. Third parties may also be prohibited from engaging in future activities at UW-Madison and UW System institutions.