

## Youth Protection Program Outline

Risk Services manages the Protection of Minors on Campus. The purpose of which is to establish an atmosphere in which youth participants in campus are protected from harm, and campus personnel are protected from false allegations of misconduct.

### The Protection of minors consists of four parts:

1. Program registration process
2. Background checks in accordance with Background Check Policy HR 2017-17). Background checks and campus implementation of the background check policy are administered by Human Resources.
3. Required training and guidelines
4. Policies

#### 1. Program Registration Process: Obtained and Completed

Registration for Youth Programs and Youth Activities should be submitted to the University Risk Services department at least 30 days prior to the start of each event or activity.

Program/Activity Registration Form/requirements are completed before the program/activity begins.

- Roster of Participants (Name, Birth Date, Email, Parent/Guardian, Contact info.).
- Emergency Contact
- CSU Release of Liability
- Media Release/Visual/Audio Media Release Form
- Medical Treatment Authorization

Records for Program Staff/Volunteers: Completed

- Roster of staff/volunteer with emergency contact information for volunteers
- Reviewed background checks
- Confirmed completed training for staff and volunteers
- Confirmed reviewed "Managing Risk in Youth Programs Resource Guide".

#### 2. Background Checks: Completed and Cleared

- CSU Background Check Policy (HR 2017-17)  
[https://www.csub.edu/bas/hr/HR\\_Policies\\_Procedures/index.html](https://www.csub.edu/bas/hr/HR_Policies_Procedures/index.html)

#### 3. Required Training and Guidelines

- CSUB Youth Protection Training: CSU Learn Platform
  - CSUB Youth Protection Training Matrix
- Managing Risk in Youth Programs Resource Guide

#### 4. Policies

- **Executive Order 1083**  
<https://calstate.policystat.com/>
- The Child Abuse Neglect Reporting Act (CANRA)  
<https://www.csub.edu/bas/hr/CANRA/index.html>
- **CSU Background Check Policy (HR 2017-17)**  
[https://www.csub.edu/bas/hr/HR\\_Policies\\_Procedures/index.html](https://www.csub.edu/bas/hr/HR_Policies_Procedures/index.html)