West Virginia University

DIVISION OF DIVERSITY, EQUITY AND INCLUSION

<u>BOG Rule 1.7 : Rule on Child Protection</u>   WVU Youth Protection

Program & Planning Guide

West Virginia University is enhancing the existing efforts on children's programming by sharing best practices and centralized resources to ensure a positive and safe environment within our diverse offerings. This checklist is a guide to assist with planning, organizing, and operating youth programs within your department.

<u>STEP 1:</u> *REVIEW WEST VIRGINIA UNIVERSITY BOG RULE 1.7*

- o West Virginia University Board Of Governance Rule 1.7 Rule On Child Protection. https://policies.wvu.edu/finalized-bog-rules/bog-governance-rule-1-7-rule-on-child-protection
- o West Virginia Code §49-2-803 PERSONS MANDATED TO REPORT SUSPECTED ABUSE AND NEGLECT; REQUIREMENTS. http://www.wvlegislature.gov/WVCODE/ChapterEntire.cfm?chap=49&art=2&section=803

<u>STEP 2</u>*: PROGRAM REGISTRATION:* Applies to: All University Units shall notify the University's Title IX Coordinator in the Division of Diversity, Equity, and Inclusion, Cortney Simmons[1] at https://diversity.wvu.edu/equity-assurance/children-on-campus to Register your event.

- o WVU requires all university-sponsored programs involving youth to be registered annually and is recommended to register no later than **60 days** before the program start date. This will give you plenty of time to meet all the requirements of BOG 1.7.

<u>STEP 3:</u> *TRAINING:* Applies to: all adults who will have Direct Contact with Visiting Children, which, at a minimum, means once every three (3) years (BOG Governance Rule 1.7; 3.3.3).

- o ***In-Person/Virtual Training-*** the in-person training sessions provide education on how to minimize the threat of child abuse and to respond promptly and effectively should abuse be observed, suspected or disclosed.
- o ***Online Training-*** The online training session provides an interactive learning module on how to minimize the threat of child abuse and to respond promptly and effectively should abuse be observed, suspected or disclosed.
- o Both In-Person and Online Training can be requested at: https://diversity.wvu.edu/equity-assurance/children-on-campus/training
- o Training must be completed before the Program start date.

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[1] Title IX Coordinator, Mr. James Goins, Jr. has determined Cortney Simmons to be his designee for BOG Rule 1.7, Child Protection.

STEP 4: *BACKGROUND CHECK***:** Applies to: all adults who have Direct Contact with Visiting Children be subject to an adequate and timely background check, **which means completion of a background check before an individual's initial participation in a program** (BOG Governance Rule 1.7; 3.3.2).

- o Backgrounds are required every three (3) years (BOG Rule 1.7; 3.3.2). If an individual is responsible for transporting youth they will have a Department of Motor Vehicle (DMV) check completed yearly.
- o Background Check Request Form is online at: https://diversity.wvu.edu/equity-assurance/children-on-campus/background-checks
- o Background Check Request Form must be completed by Supervisor or Designee
- o Must be submitted **30 days** prior to Program Start Date

STEP 5 : *PRE-CAMP CONSULTATION (Optional):*

- o Staff Roster review and validation of trainings and background checks can be completed and validated prior to the programming start date.
- o Program Coordinator or Designee may contact Cortney Simmons at childrenoncampus@mail.wvu.edu for Training validations or Shelley Hopple at shelley.hopple@mail.wvu.edu for Background Check validations.
- o Extension Services may contact Kim Suder at KESuder@mail.wvu.edu

STEP 6*: ORIENTATION:* All WVU Sponsored Programs will provide an overview of program rules and expectations to staff and youth participants before start of programming.

STEP 7: *ON-SITE COMPLIANCE***:** Program Coordinator or Designee will maintain up to date On-Site Compliance that includes but is not limited the following:

- o Faculty, Staff, Student and Volunteer
  - Daily Roster of Sign in and Sign out at the program
- o Youth Participant Roster
  - Roster including Parent/Guardian Sign-in/sign-out
- o Visitor Log

STEP 8: *POST PROGRAM COMPLIANCE:* Program Coordinator or Designee will maintain a copy of the program documents in the event the program is audited.

For additional information please visit: Children on Campus website or contact childrenoncampus@mail.wvu.edu

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