Administrative Procedure

Number:	432
Effective:	11/19/2025
Supersedes:	N/A
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Subject: Youth Protection Program

1.0. PURPOSE

To establish and maintain safe environments and meaningful experiences for youths participating in academic camps, sports, and recreational activities at California State University, Los Angeles (Cal State LA). This procedure aims to protect youths from harm and ensure their well-being through comprehensive safety measures. It provides a structured framework for staff, volunteers, and all individuals involved in such programs, thereby minimizing risks and fostering a secure, nurturing environment. Additionally, the purpose is to ensure compliance with applicable laws and regulations, uphold the university's commitment to ethical standards, and promote a culture of accountability and continuous improvement in youth protection. By adhering to these procedures, Cal State LA seeks to create a safe, supportive atmosphere that encourages the personal and academic growth of all youth participants.

2.0. ORGANIZATIONS AFFECTED

All Cal State LA employees, including UAS employees, student employees, volunteers and contractors interacting with youth participants in any capacity, will be subject to the Administrative Procedure for the Youth Protection Program (YPP).

The Youth Protection Program applies across three distinct types of programs operating at or affiliated with Cal State LA.

2.1. Cal State LA Program – Activities and events directly operated or managed by university departments or units.
2.2. Auxiliary Organization Program – Activities organized or managed by Cal State LA Auxiliary organizations, such as Associated Students, Inc. (ASI), or the University Student Union.
2.3. External Organization Program – Activities operated by non-university entities that occur on university property or are affiliated with the university through a contractual or sponsored relationship.

3.0. REFERENCES

3.1. Youth Protection Program Training Guides
3.2. CSURMA Contracts with Third Parties Involving Activities with Minors Resource Guide
3.3. CSU Managing Risk in Youth Programs Resource Guide
3.4. CSU Executive Order 1083: Mandatory Reporting of Child Abuse and Neglect
3.5. Youth Protection Program on Campus Reporting Guidelines

4.0. POLICY

This policy applies to all Cal State LA employees, volunteers, and Auxiliary-sponsored, approved, or authorized activities, both on and off campus, as well as applicable third-party activities and

events on campus. This policy establishes rules and guidelines for supervising youths participating in programs or activities sponsored by or utilizing facilities owned or operated by Cal State LA and its auxiliaries. Cal State LA is committed to fostering a secure, enriching, and productive environment for its community members. Acknowledging the specific and inherent risks associated with activities involving youths, the university implements the guidelines outlined below. Cal State LA maintains a zero-tolerance stance against the abuse or neglect of youths. This prohibition applies to any form of mistreatment, whether sexual or otherwise, by individuals associated with the university, irrespective of their employment status, role, tenure, volunteer involvement, or contractual relationship.

4.1. This policy does not apply to:

4.1.1. Minor students who are enrolled at the university.
4.1.2. Students who participate in programs through which they are dually enrolled in university classes for credit while also enrolled in middle- or high school.
4.1.3. Events open to the general public and not specifically designed for minor children (youths) program participants (e.g. athletic games, concerts, plays, etc.).

4.2. This policy is deemed to be consistent with:

4.2.1. CSU Executive Order 1083: Mandatory Reporting of Child Abuse and Neglect
4.2.2. CSU Technical Letter HR 2017-17: Background Checks
4.2.3. CSU Managing Risk in Youth Programs Resource Guide

5.0. DEFINITIONS

5.1. Authorized Adult – Individuals, including full-time and part-time employees, UAS employees, student employees, volunteers, and contractors, who are responsible for the supervision of youths.

5.2. Auxiliary – A self-supporting entity that exists principally to furnish goods or services to students, alumni, or faculty and staff acting in a personal capacity and charges a fee for the delivery of goods or services.

5.3. Background Checks/Screening – The process of verifying the criminal history, sex offender registry status, and other relevant background information of individuals involved in programs with youth to ensure their suitability for working with youths.

5.4. Contractor – Any person or company contracted to provide services to the organization.

5.5. Employee – Any individual employed by Cal State LA in a paid capacity, including full-time and part-time employees, UAS employees, and student employees.

5.6. General Reporter – A category of Mandated Reporter, defined by the CSU as those who are legally required to report child abuse or neglect *no matter where it occurs*. For the purposes of this policy, any employee who satisfies the criteria for both Limited Reporter and General Reporter will be designated as a General Reporter.

5.7. Limited Reporter – A category of Mandated Reporter in accordance with California Penal Code § 1165.7(a)(41), and defined by the CSU as those who are legally required to report child abuse or neglect only if it *occurs on CSU premises or at an official activity of, or program conducted by, the CSU*.

5.8. Mandated Reporter – CSU employees and volunteers are required under CANRA and CSU policy to report suspected child abuse and neglect to specified authorities. For the purposes of this policy, "Mandated Reporter" includes two categories: Limited Reporter and General Reporter; "Mandated Reporter" refers to both Limited Reporter and General Reporter.

5.9. Program – Any event or activity involving youths, sponsored or hosted by Cal State LA, including but not limited to academic camps, sports, recreational activities, and other university-approved events. This also encompasses programs operated in collaboration with UAS, auxiliary organizations, or external entities officially recognized or affiliated with the university.

5.10. Program Director – Provides general oversight of the program and manages day-to-ay planning, coordination, and implementation of the program and its essential components, as designated by the Program Sponsor.

5.11. Sponsoring Department/Division – The academic or administrative unit of the university which offers a program or gives approval for housing or use of other resources and facilities pursuant to the university's policy on the Use of Facilities and Equipment (AP 505).

5.12. Student – An individual enrolled at Cal State LA, regardless of age.

5.13. Third Party – Any external organization or individual not affiliated with Cal State LA that sponsors or conducts activities or events involving youths on campus.

5.14. Volunteer – Any individual who provides services to Cal State LA without compensation and is involved in programs or activities, including youth.

5.15. Youth/Minor: The term "youth" represents any person under 18 years of age who is not a matriculated student participating in not-for-credit youth activities or programs.

6.0. GENERAL PROVISIONS

Cal State LA is committed to providing safe environments and meaningful experiences for youths participating in our academic camps, sports, and recreational activities. Cal State LA has established clear guidelines and protocols to uphold this commitment and comply with applicable laws to ensure youths' safety, well-being, and protection. By adhering to these procedures, the university seeks to maintain its dedication to creating a safe and supportive atmosphere for all participants.

6.1. All programs involving youths must adhere to the following policy requirements:

6.1.1. Conduct necessary background checks
6.1.2. Maintain proper supervision ratios
6.1.3. Follow established safety protocols

7.0. RESPONSIBILITIES

7.1. Sponsoring Unit

The Program Director, in coordination with UAS/Auxiliary and other external programs as applicable, will perform the following tasks **before** the program or event begins:

7.1.1. Submit the Youth Protection Program Risk Registration Form no later than 60 days **before** the program's start date.
7.1.2. Ensure all individuals working with youth have completed Live Scan and background checks **before** the program begins.
7.1.3. Verify that all individuals working with youths have completed youth protection training on CSU Learn.
7.1.4. Ensure the program complies with the CSU Managing Risk in Youth Programs Resource Guide.

7.2. Risk Management

Risk Management is responsible for the approval of youth programs and the administrative safety oversight of the Youth Protection Program. This includes:

7.2.1. Reviewing program applications and completing a risk assessment.
7.2.2. Creating and sharing links and folders with the Program Director.
7.2.3. Scheduling a meeting with the Program Director within three (3) business days to review the risk assessment and detail requirements.
7.2.4. Collaborating with the campus audit team to review and assess compliance with policies and procedures annually.
7.2.5. Delivering ongoing training and resources aligned with the latest local, state, and federal regulations to ensure compliance with university guidelines and procedures.

7.3. Special Events and Guest Services

The Special Events and Guest Services function of the Use of Facilities Department has the following responsibilities:

7.3.1. Ensure all third parties complete a Facility Use Agreement, including youth protection contract language when identified as a youth activity.
7.3.2. Obtain and file the third party's certification of documentation of their youth protection policies or procedures.
7.3.3. Identify campus events involving youth activities and connect the Program Sponsor or director to the Youth Protection Program on Campus website.
7.3.4. Require third parties to furnish evidence of participant accident medical insurance for athletic or other high-risk activities, and to maintain Abuse and Molestation coverage when the program involves minors.
7.3.5. Comply with and enforce all venue rules and regulations to safeguard the interests of youth participants.

7.4. Housing and Residence Life (HRL)

HRL is responsible for establishing and enforcing guidelines for using university residence halls by groups with youths. These guidelines include:

7.4.1. Safety and Security – Implement measures for security, loss prevention, and other housing-related safety issues.
7.4.2. Emergency Procedures – Instruct participants on exit locations, evacuation procedures, and emergency response actions.
7.4.3. Sleeping Arrangements – Determine appropriate numbers of participants assigned to sleeping areas, considering gender and age.
7.4.4. Curfew – Establish and enforce appropriate curfew times and procedures.
7.4.5. Overnight Programs – Address specific needs and protocols for overnight programs.
7.4.6. Gender-Neutral Rooms – Provide gender-neutral room assignment options for youths.

8.0. PROCEDURES

8.1. Program Registration and Approval

All programs involving youths must (1) obtain written approval from the host department and/or appropriate administrator and (2) register their event on the Youth Protection Program on Campus website **before** proceeding with the activities. The review and approval process is summarized below:

8.1.1. Program Registration

The Program Director must register any program or activity involving youths at least 60 days **before** the first scheduled date of participation. Registration must be completed by the appropriate Program Director or coordinator and approved by the department head. Recurring programs must be registered annually.

8.1.2. Risk Assessment and Conceptual Approval

Risk Management is a resource that can be consulted in advance to determine appropriate precautions and program-specific compliance requirements. The registration form provides an initial risk assessment, enabling Risk Management to effectively communicate mitigation strategies and controls to the Program Director or coordinator. Youth events that reserve space on campus must also complete the Event Reservation and Registration Form for off-campus organizations.

8.1.3. Risk Mitigation Implementation

The Program Director is responsible for implementing mitigation strategies and processes, such as training, orientation, and background checks, **before** the first scheduled date of youth participation.

8.1.4. Final Approval

Risk Management does not issue a final written approval; however, the Program Director and/or coordinator must establish and document processes that comply with the Youth Protection Program policy and maintain these records according to the Records Retention, Management, and Disposition Program (AP 707).

8.2. Training Requirements

Each program staff member must attend orientation training on conduct requirements, participant protection, and reporting incidents to the appropriate authorities, including law enforcement.

8.2.1. Mandatory Training Content will cover the following areas:

8.2.1.1. Responsibilities and expectations
8.2.1.2. Policies, procedures, and enforcement
8.2.1.3. Crisis/emergency response protocols
8.2.1.4. Safety and security measures
8.2.1.5. Addressing medical emergencies
8.2.1.6. Confidentiality issues involving youths
8.2.1.7. University responsibility/liability
8.2.1.8. Procedures for requesting local emergency services
8.2.1.9. Reporting suspected child abuse in accordance with CSU Executive Order 1083 or any superseding Executive Order related to the California Child Abuse and Neglect Reporting Act

8.2.2. Youth protection training must be completed by all Authorized Adults annually. The training is assigned in the Youth Protection Program Training Guides portal.

Course				Trainee	
Title	**Frequency**	**Duration**	**LMS**	**Volunteer**	**Employee**
Keeping Your Day Camp Safe	Annual	20 minutes	Online – CSU Learn	Required	Required
Keeping Your Higher Education Program Safe	Annual	20 minutes	Online – CSU Learn	Required	Required
Social Media Safety	Annual	20 minutes	Online – Praesidium Academy	Required	Optional
Preventing Bullying in Youth Organizations	Annual	1 hour	Online – CSU Learn by Praesidium Academy	Optional	Optional
Preventing Sexual Activity Between Young Children	Annual	1 hour	Online – CSU Learn by Praesidium Academy	Optional	Optional

8.3. Background Checks, Screening, and Selection

8.3.1. Background checks

Background checks will be conducted as required in CSU Technical Letter HR 2017-17. All program sponsors, program directors, volunteers, Cal State LA employees, UAS/Auxiliary employees, student employees, and any employees with regular or direct contact with youth participants will submit to a mandatory background check **before** the commencement of the program. The background check shall include a social security number trace to verify past places of residence, alias check (for past names used), local criminal record check, states of residence for criminal record check (prior three-year minimum), and FBI criminal record check.

No individual shall be permitted to participate in direct contact with youth participants or have a defined role or responsibility where the personal identification information of youth participants is conveyed if the individual does not have a verified, clean criminal background check.

All Program Employees (or Program Sponsors or Directors who are considered employees) will comply with CSU policies regarding background checks.

8.3.2. Screening and Selection

It is best practice for program personnel (authorized employees/volunteers) to be screened **before** selection to participate in the youth program. The screening process helps identify risky behavior traits that may not be detected through a criminal background check. Consider the following during the screening process:

8.3.2.1. Motivation – Assess why the candidate wants to engage with youth.

8.3.2.2. Interest – Determine if the candidate's interest in working with youth is genuine and aligns with their personal goals, education, or career aspirations. Be cautious of candidates who lack hobbies or volunteer activities outside of youth involvement.

8.3.2.3. Attitudes – Evaluate the candidate's thoughts and feelings about youth. Look for statements that align with the values of your program. Screen out those with judgmental, overly strict, or negative attitudes towards young people.

8.3.2.4. Approach – Identify the skills the candidate will bring to their work with youth. Look for prior education, training, and experience in child/youth development. Volunteers should prioritize a flexible and equitable approach to dealing with diverse backgrounds and temperaments. Screen out candidates who may not maintain professional boundaries as your program requires.

Common types of screening tools include, but are not limited to:

8.3.2.5. Applications that require a written personal statement
8.3.2.6. Interviews
8.3.2.7. Reference checks.

Red flags that come up in a screening process may include that a person should not be put in a position of power or influence over a young person because they may take advantage of that position.

8.4. Chaperone/Supervisor Ratios

Ratio calculations depend on the activity, participant ages, and special needs, and they must follow relevant applicable event/activity industry standards. Two chaperones must be present throughout the program, regardless of participant count and activity.

Chaperone Ratios for Youth Programs	
Age	**Day Camp Ratio**
6-8 years	1:8
9-14 years	1:10
15-18 years	1:12

NOTE: Chaperone ratios are not required when a program requires or reasonably anticipates that youth participants will be accompanied by a legal guardian or a legal guardian's authorized appointee (see Reference 3.3).

9.0. APPENDICES

9.1. Youth Protection Program Risk Registration Form
9.2. Event Scheduling (University Registrar)
9.3. CSU Learn Login
9.4. Cal State LA Individual General Release (Field Trip/Off-Campus Activity/Transportation) (for parents/guardians)
9.5. Cal State LA Visual/Audio Image Release Form (for parents/guardians)