

Required Basic Training

EP 14:
Protection
and Safety of
Minors

Training Overview

- WSU is committed to the safety and protection of minors participating in university-sponsored programs
 - EP 14 is a representation of that commitment
- EP 14 requires basic training for all WSU employees and volunteers working with minors as part of university activities
- This basic training is being provided so WSU employees and volunteers can comply with EP 14's requirements
 - Refer to section 5.2 of EP 14 for more information

Highlights

- This training contains information that some may find distressing. Please take breaks as needed if a topic gets too sensitive
 - Completion of all training materials is required to be in compliance with EP 14
- This training covers topics in the same order as in EP 14 section 5.2
- Please direct any questions or feedback about this training to compliance.risk@wsu.edu

General Expectations for programs working
with minors

Section 2

Interactions

- Preventing opportunities for private, one-on-one interactions builds safety in your program
 - Program leaders are to avoid one-on-one interactions with minors, except in rare instances where 1:1 interactions are appropriate. In the case of these rare instances, it is preferred that 1:1 discussions be in a room with clear glass windows where others can observe, where possible.
 - Recommend always having two adult employees or one adult employee and a parent for all activities, including during transportation.
 - Be aware of and scan the environment frequently, ensuring that all activity occurs in visible areas
 - If non-visible area is used, have another adult present to supervise
 - Whenever possible, always conduct interactions with minors in view of others; if approached by a minor while alone, move to an open area where interaction will be visible to other adults and participants.

Interactions

- Program administrators, staff and volunteers must take steps to ensure that inappropriate touching does not occur during programs.
- Examples of inappropriate touching include, unwanted groping, touching of private parts, forcibly hugging or kissing, touching in ways that create discomfort, invasion of someone's personal space
- Examples of appropriate touching include, staying within someone's personal space, touching of arms or backs to give support and encouragement. Hugging and kissing are not considered appropriate touching under EP 14
 - Staff should be aware that some individuals may not be comfortable with any touch, even if it is generally considered appropriate. Staff should exercise respect for the bodily autonomy of program participants.

Interactions

Table 1: Minimum supervision for overnight camps and programs

Number of Adults/Staff Members	Age of Minors
1 for every 6 minors, minimum of 2	6-8
1 for every 8 minors, minimum of 2	9-14
1 for every 10 minors, minimum of 2	15-17

Table 2: Minimum supervision for day camps and programs

Number of Adults/Staff Members	Age of Minors
1 for every 6 campers	4-5
1 for every 8 campers	6-8
1 for every 10 campers	9-14
1 for every 12 campers	15-17

Protecting Minors From Abuse & Neglect

- Get educated: attend and complete trainings to understand and recognize signs of abuse and neglect.
- Know the procedure for reporting suspected cases of child abuse and neglect.
- Avoid 1:1 adult-child interactions; do not allow minors to be in private spaces alone with adults, except a parent.
- Always ensure appropriate touching is used when interacting with minors.

Protecting Minors From Abuse & Neglect

- Do not allow minors to be in private spaces alone or out of sight in non-visible areas without supervision.
- Do not permit the use of any abusive conduct whether physical or verbal.
- Ensure environment minimizes the opportunities for abuse or neglect of minors by not:
 - Permitting heightened voices and yelling
 - Showing favorites among minors
 - Allowing for non-visible areas for children to wander off or feel secluded

Safety & Security

- Program staff are to ensure the environment is free of bullying, hazing, and discrimination.
- Ensure that activity with minors occurs in secure facilities with controlled access to entry and exit.
- Upon program completion, minors should be released only to their parent or legal guardian.
- Do not permit drugs and alcohol in activities with minors.

Social Media and Communications

- Staff should not use personal email, phone numbers, social media, or text to communicate privately with minors in the program
- Written communication with minors should take place on a public forum where multiple adults can access
- Program staff should not take pictures of minors or post them on social media outlets, except where authorized by the program

Social Media and Communications

- Employees may post online about their job from time to time. Such posts should not include:
 - Personally identifiable information (PII) about minors they work with
 - Negative information about the minors or their families
 - Comments which may impact the employee's ability to do their job

Medical Care and Release Requirements

- Necessary program staff should be informed of minors' medical and health needs, including for allergic reactions that are applicable to the program
- Provide each parent or legal guardian with health information and release forms for program participants
- Document all communication to parents regarding medical and health information in writing, including attempts to contact
- Maintain records of all care provided and reports of any professional medical help

Medical Care and Release Requirements

- Staff member certified in First aid and CPR/AED training to be always present
- Program staff should not administer prescribed medication to any participant
 - Staff may assist with Over-the-counter (OTC) medication ONLY with parental/legal guardian consent
- Program staff should not purchase medicine for any participant; purchase should be by certified healthcare professional, parent or legal guardian.
- First aid kit and procedures should always be available in clearly written instructions that are easily accessible
- Staff should not use personal vehicles for emergency transportation; call 9-1-1 for all emergencies
- Program staff and departments should have policies and procedures in place for dealing with medical necessities

Medical Care and Release Requirements: Anaphylaxis and Allergies

- Program staff should be aware of any participant's food or environmental allergies
- Knowledge of where Epi Pens are stored in case of anaphylaxis post exposure
- Know and identify the symptoms of allergic reactions and anaphylaxis
- Staff should not use personal vehicles for emergency transportation; call 9-1-1 for all emergencies

Expectations for minors, program staff, and volunteers

- All staff should know the required laws, regulations, and university policies
- All activities and programs involving minors must be registered
- Program staff and volunteers must receive training prior to involvement with minors and complete a background check as EP 14 requirements
- There should be no tolerance for physical, verbal or emotional abuse in any activity amongst staff and/or minors

University Records Retention Policy

- WSU is a public institution and as such maintains public records
- Public records are defined by [RCW 40.14.010](#)
- Program leaders are responsible for maintaining records in accordance with the [Departmental Records Retention Schedule](#)
- Do not download or save any participants records on your personal devices

Records

- Utilize WSU approved and secure technology for records
 - Do not purchase software or download applications without verifying with an IT professional
- Ensure records with sensitive information (personally identifiable information, education records, personnel information, protected health information, etc.) are maintained in secure databases or physical locations

Records

- Keep full and accurate records
 - The documentation you create and maintain serves as a record of your activities.
- Remember that your records are subject to public records requests
 - Emails, Teams, and other messages should be professional
 - Even if you are deleting records, a back-up set of records may exist
 - Be mindful of your language in emails.
 - Be mindful of sharing sensitive information – need to know basis

Information Privacy

- Program leader is responsible for ensuring privacy protection for minors' contact and medical information (PII)
- Program staff should review the information privacy rules in [BPPM 88.12](#)
- Do not share any Personally Identifiable Information (PII) of participants with anyone other than a parent, legal guardian or licensed medical professional

Information Privacy

- Do not save any PII on personal devices like portable drives.
- Ensure that any PII, including paper documents are stored in a secure place, and destroyed appropriately according to the retention policy.
- Program staff should not share minors' contact or medical information with anyone outside of the program, including other minors.
- Computer systems/software storing personal information should receive a security review from IT professionals.

Online access and equipment

- Programs may provide access to online tools, or minors may have personal access via cell phones or other tools
- Programs should carefully monitor online access, particularly where a minor is using WSU provided online access and tools.
- Minors should not be allowed to access inappropriate content on the internet.
- Minors should not be allowed to engage in unsafe online communications through social media, email, or chat rooms.
- Minors should not be allowed access to protected systems or personal information about other participants in their program



Certificate of Completion

THIS CERTIFICATE IS AWARDED TO

FOR SUCCESSFUL COMPLETION OF THE REQUIRED:

Promoting Safe Interactions with Youth - EP 14 Required Training Part 1

Supervisor Signature

_____/_____/_____
Date