



**AUBURN UNIVERSITY
AT MONTGOMERY**

Guide for Youth Programs

Youth Protection Program
and Conference Services

Revised April 1, 2025

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PROGRAM OVERVIEW

Auburn University at Montgomery is committed to providing a safe and welcoming experience for minors. All University employees, students, contractors, and volunteers are therefore expected to hold themselves to the highest standards of conduct when interacting with minors, as outlined by the [Youth Protection Policy](#). This Guide is designed to assist with the development of practices to support compliance with the Youth Protection Policy. Third-party youth programs must meet the additional requirements of the [Guide for Third-Party Youth Programs](#). All areas/programs are still subject to all other relevant University policies and procedures, including the [Child Protection and Reporting of Child Abuse Policy](#).

Questions, documents, or communications should be directed to:

Conference Services
334-244-3807
youthprotection@aum.edu

REGISTRATION AND APPROVAL

All youth programs (“programs”) must be [registered](#) and receive final approval before program activities begin. Registration for ongoing and pre-established programs should be completed annually prior to the beginning of the University academic year. Registration for other programs should be completed at least 30 days in advance when possible but must be completed and approved before the program begins. Resources for program registration may be found on the Youth Protection website.

PLANNING YOUR PROGRAM

There are several components to planning youth programs that should be considered early in the process to ensure a successful event.

AGENDA

Create an agenda for the program, detailing the activities, locations, and timeframes. Ensure that drop-off, pick-up, meals, free time, and transitional times are accounted for and that supervision is provided during the entire program.

PROGRAM RULES

Participants and youth program personnel must abide by all University regulations and may be removed from the program for non-compliance with rules. The following should be included in program rules, if applicable. Other program rules may be included as appropriate:

- The possession or use of alcohol, tobacco, non-prescribed prescription drugs, illicit drugs, fireworks, guns, and other weapons is prohibited. Toy weapons are also prohibited.

- Violence, sexual abuse, harassment, hazing, or bullying will not be tolerated.
- Theft of property--regardless of owner--will not be tolerated.
- Misuse or damage of University property is prohibited. Charges will be assessed against those participants who are responsible for damage or misuse of University property.
- The inappropriate use of cameras, imaging, and digital devices is prohibited, including use of such devices in showers, restrooms, or other areas where privacy is expected.
- The operation of a motor vehicle by a participant is prohibited while attending and participating in the program.
- The parking of youth program personnel and participant vehicles must follow University parking regulations.
- Rules and procedures governing when and under what circumstances participants may leave University property during the program.

HOUSING

Overnight programs present a unique set of challenges that should be managed carefully. Please be aware of the following safety precautions:

- Additional supervision is required for overnight programs. See “Ratios” for acceptable supervision ratios based on the participant age group.
- Youth program personnel should not enter participant rooms alone. If it is necessary to enter a room to check on a participant, two youth program personnel should be present. See “Interactions Between Youth Program Personnel and Program Participants” for more information.
- The program must provide overnight supervision for its participants. University Housing staff are responsible for building operations and are NOT intended to serve as supervision for participants.

The program must adopt and implement rules and regulations for proper supervision of participants in University housing. The following should be included:

- A curfew time which is age-appropriate for participants;
- Guests of participants (other than other minor participants) are restricted to visitation in the building lobby and/or floor lounges, and only during approved hours specified by the program; and
- The program must comply with all security measures and procedures specified by Housing & Residence Life and AUMPD.

TRANSPORTATION

Transportation plans, including information regarding drop-off and pick-up and transportation within the Program, should be documented. Programs that use University vehicles (including golf carts and other non-conventional vehicles) or drivers must also comply with the [Driver Qualification Policy](#).

Supervision ratios apply during transportation. Two or more youth program personnel must be present any time a participant is transported unless emergency medical treatment for the participant is needed and two youth program personnel are not available to accompany the participant to the emergency medical treatment.

EMERGENCY PLANS

Emergency plans, including guidelines for weather emergencies and for communicating and responding to [AUM Alerts](#), should be documented and provided to all youth program personnel. At least two members of the youth program personnel should be registered through the AUM Alert System. Emergency plans should be specific to the program's location and the needs of the participants. The [Youth Protection Program Emergency Plan Template](#) may be customized and shared internally with youth program personnel prior to the start of the program.

Programs should request parent/guardian contact information and keep this information accessible for use in the event of an emergency. Each program should also develop a plan for communicating pertinent emergency procedures to the parent/guardian of each participant in case of an emergency. Participants and their parents/guardians should be advised of these procedures in writing prior to Program participation.

WAIVERS

Each participant's parent/guardian must complete and submit a [Youth Protection Program – Liability Waiver](#) form. Exemptions to this requirement must be requested in advance.

Authorized Program Staff may photograph, videotape, or digitally record a participant who is not their child *only* (a) for programmatic purposes, and (b) with the express written authorization of the participant's parent/guardian using a [Media, Photo, and Video Release](#).

MANAGING MEDICAL ISSUES

Information regarding medical information requirements and medication management procedures should be communicated in writing to the parent/guardian of the participant in advance of the Program.

At a minimum, all programs shall have a plan for responding to accidents and medical emergencies, including communication to participants and their parents/guardians. Each Program Director should train youth program personnel on these plans and ensure that they understand both their response and their reporting obligations.

Medical Information Management

Medical information is private, individually identifiable information, and should be treated as such. Access to these records should be restricted to the minimum number of people necessary. All physical records should be stored under lock when not in active use. Electronic records

should be maintained on secured and encrypted University systems as detailed in the [Data Classification Policy](#).

In-person programs should use the [Medical Information and Release Form](#) to collect information. Exceptions to this requirement must be requested in advance. Information such as insurance policy numbers must be stored securely.

In addition, some programs, specifically athletics programs, may have other documentation related to possible accidents or injuries. As an example, the Alabama High School Athletics Association uses both the Preparticipation Physical Evaluation Form to document an athlete's fitness to participate in interscholastic athletics and the Concussion Information Form to document their concussion protocols.

Medication Management

In addition to the collection of medical information, programs of more than 4 hours are expected to have procedures in place to meet the needs of participants who need to take medication. Any program shorter than 4 hours can choose not to allow medications if this is communicated clearly to the parents/guardians. No program, regardless of length, can refuse to allow necessary medications, such as insulin, asthma inhalers, epinephrine autoinjectors, or other such rescue medication that should remain with the participant at all times.

For programs longer than 4 hours, at least one youth program personnel should be designated as the contact for medication management. Parents/guardians as well as participants should be advised in pre-program communications that youth program personnel will be taking up all medications other than rescue medication during the duration of the program or activity (see Procedures below). A [Medication Management Form](#) and/or [Over-the-Counter Medication Form](#) authorizing use of prescription and/or over-the-counter medication should be submitted by the participant's parent/guardian in advance of the program.

Procedures

At check-in, all participants will be asked if they have any prescription or over-the-counter medications. Parents/guardians should place all prescription and over-the-counter medications (with the exception of rescue medication, which is to be carried by the participant) for each participant in one plastic bag with the participant's first and last name and date of birth written on the outside of the bag. Prescription medication must be in its original pharmacy container labeled with the participant's name, medicine name, dosage, and timing of consumption. Over-the-counter medications must be provided in their manufacturers' container.

Youth program personnel will review the medication information previously submitted on the program registration and ensure it matches the turned in medications. If the previously submitted information has changed (new medications, altered dosage, etc.), a new form must be submitted at check-in. The parent/guardian should specify if any of the medication requires refrigeration. The designated youth program personnel will ensure the participant's medication bag is labeled with the participant's name and date of birth and will add the program name and room number

(if applicable) on the outside. The bag should be maintained in a lock box for the duration of the program. For field trips or in other situations when transporting a lock box is not practical, the bag should be maintained securely on the designated youth program personnel's person. Rooms used for storage, including residence hall rooms, must be locked at all times when the youth program personnel leave the room to maintain the security of the medications.

It is the participant's responsibility to contact staff for their medications. When a participant needs to take a medication, the designated youth program personnel will give that participant's medication bag to them. **Youth program personnel must ask the participant to provide their full name and date of birth to ensure they do not give a participant another participant's medication bag.** Because youth program personnel are not licensed to prescribe or administer medications, they will only provide the medication bags to the participants when they need to take a medication. **At no time will youth program personnel handle the medication directly or give any guidance on what medication or dosage to take.** The participant's parent/guardian will be contacted for clarification if the participant is unsure of the medication to take or the correct dosage.

Any time designated youth program personnel gives a participant access to their medication, this must be recorded on a [Medication Administration Record \(MAR\)](#). If the participant notifies youth program personnel that their condition has not improved or has worsened, the designated youth program personnel will notify the Program Director to determine the next actions to be taken, such as contacting the participant's parent/guardian if necessary.

All medications and medication bags will be returned to the participant's parent/guardian when the program is over. If the participant will not be picked up by their parent/guardian at the end of the program, the parent/guardian must give prior written permission for the medication to be returned to the participant.

Youth program personnel who are under the age of 19 should not handle medication.

Any medicine which the participant cannot self-administer must be stored and administered by a licensed healthcare professional. Arrangements must be made with a health care professional in advance of the participant's arrival. The Program Director should consult with Warhawk Health Services the AU Medical Clinic and the Center for Disability Services to discuss reasonable accommodations in this situation.

Seeking Medical Care

If emergency medical care is needed, call 911 for an ambulance.

If it appears that a participant requires medical care beyond the use of basic first aid or the participant's prescription or over-the-counter medication, the parent/guardian should be contacted immediately. At least two youth program personnel should accompany any participant who seeks medical attention who is without their parent/guardian.

If Warhawk Medical Services is open, the designated youth program personnel may call to see whether the participant can be seen there:

Warhawk Medical Services
Irma B. Moore Hall, Room 102
(334) 244-3281

<https://www.aum.edu/student-affairs/warhawk-health-services/#Hours-of-Operation>

After-Hours Urgent Care

If non-emergency medical care is needed and Warhawk Medical Services is not open, participants should be transported to the nearest urgent care clinic. There are several urgent care clinics near campus that may be used for treatment of illnesses or injuries that do not warrant an emergency room visit. The University has no relationship to these clinics and cannot endorse the quality of care.

Emergency Room

Use of a hospital emergency room should be restricted to serious accidents or for illness that needs immediate attention, not for care that could be provided at Warhawk Medical Services or at an urgent care clinic. To call an ambulance from campus, dial 911.

ACCOMMODATING SPECIAL NEEDS

The Americans with Disabilities Act (ADA) requires that programs provide reasonable modifications of their policies, practices, and procedures when necessary to enable participants with disabilities to participate fully, unless the program can demonstrate that the necessary modifications would fundamentally alter the nature of the services and activities offered by the program. Reasonable accommodations could include, but are not limited to, ground floor housing assignments for individuals with mobility impairments, sign language interpreters for the deaf and hard of hearing, special meals for individuals with food allergies, or more frequent breaks for individuals with physical disabilities. The necessary arrangements must be determined on a case-by-case basis through collaborative communication with the participant's parent/guardian, the Program Director, medical professionals, the [Center for Disability Services](#), and other campus partners.

A [Medical Information Form](#) should be collected in advance of the program. The Program Director should initiate contact with any parents/guardians who indicate that an accommodation is needed for a participant.

Food Allergy Accommodations

All programs should be prepared to accommodate participants with food allergies and other special dietary needs. Programs serving food should have a method for soliciting and collecting information on food allergies such as the [Medical Information Form](#) and the [Food Allergy, Intolerance, or Dietary Concern Form](#). It is important to clearly communicate with any food

vendors regarding food allergies and other special dietary needs. Campus Dining is well versed in food allergy management.

When there are participants with allergies, program staff should be familiar with recognizing and responding to signs and symptoms of an allergic reaction.

PARENT/GUARDIAN COMMUNICATION

Communication and parent/guardian information packages should address the following:

- Detailed agenda
- Procedures for medication management
- Personnel identification to be worn by youth program personnel
- Drop-off and pick-up procedures
- Curfews (if overnight)
- Code of conduct for participants
- Program rules (including the requirements detailed in the Program Rules section)
- Appropriate supervision, which, among other things, includes proper supervisor-to-participant ratios
- Contact information for parent/guardian use
- If Internet access is provided to the participants, parents/guardians should be notified that there are no restrictions placed on the content.

A [Parent Handbook Template](#) has been developed to assist programs in developing a single communication piece that may be distributed to parents/guardians. The template should be customized to reflect the details for the program.

MARKETING MATERIALS

Marketing and advertising materials associated with University-operated programs should be approved by the [Office of University Marketing](#). This includes materials such as print advertising, flyers, brochures and other collateral materials, giveaway items, invitations, digital ads and graphics, radio and television ads, outdoor advertisements such as billboards, magazines, and other promotional materials. All materials should be submitted for review prior to purchase or placement.

VIRTUAL PROGRAMS

Virtual programs should comply with the requirements of this Guide to the extent applicable.

YOUTH PROGRAM PERSONNEL

As part of the program registration process, the Program Director will be prompted to provide a list of the youth program personnel, including their full legal names, email addresses, and University affiliations. The youth protection training and background check status of each person will be shown in the Youth Protection Portal.

Youth program personnel who are volunteers must complete the [Volunteer Agreement](#), and a parent/guardian must sign a Volunteer Agreement for any volunteer youth program personnel who are minors. The Volunteer Agreement may be signed electronically in the [Youth Protection Portal](#).

All Authorized Program Staff must complete training and background checks in order to be cleared to work with youth program participants. Authorized Program Staff may include faculty, staff, students, or volunteers regardless of whether they are paid for the services that they provide to the program. Supervised Program Staff must meet policy requirements for training and may, based on the nature of the program, be required to have a current background check.

If youth program personnel have not completed training and/or a background check as detailed below, they will receive an email from the Youth Protection Portal that contains information on accessing training and authorizing their background check.

Youth program personnel who fail to complete the training and/or background check prior to the start of the program and those who are declined based on their background checks are not authorized to work or volunteer in a youth program. It is the responsibility of the Program Director to ensure that unauthorized individuals do not work or volunteer in the program.

TRAINING

All youth program personnel shall attend annual mandatory training on protecting participants from abusive emotional and physical treatment and on reporting child abuse or neglect. See the [Youth Protection website](#) for information regarding available training.

Program Directors are responsible for ensuring that all required training has been completed by youth program personnel. Training is valid for one year from date of completion and must be renewed annually.

In addition to required training, Program Directors should address the following with youth program personnel:

- Responsibilities and expectations;
- Policies, procedures, and enforcement, including check-in and check-out procedures;
- Appropriate crisis/emergency responses;
- Safety and security precautions;

- Addressing medical emergencies;
- Confidentiality issues involving minors;
- How to report suspected child abuse or neglect in accordance with the [Child Protection and Reporting of Child Abuse Policy](#); and
- How to report other problematic behaviors by participants or by other Personnel.

BACKGROUND CHECKS

Criteria

Background checks are required for all Authorized Program Staff. Information about the Standard Background Check may be found in the [Policy on Conducting Background Checks](#). Supervised Program Staff may be required to pass the same background check based on the nature of the program. It is the responsibility of the Program Director to ensure that each Authorized Program Staff member has an acceptable background check before they are allowed to engage with participants. Additionally, youth program personnel who will be driving as part of their duties in the youth program are subject to the requirements of the [Driver Qualification Policy](#).

Youth Programs can require background checks on broader categories of individuals than those who are likely to have responsibility for the care, custody, or control of a minor as part of an activity or program, provided there is a business justification, that checks are made consistently across specific positions, and that the process and the results of individual background checks have been approved. Youth programs must perform background checks on broader categories of individuals if required by law.

In addition to a criminal background check, youth programs may perform [Personal Reference Checks for Youth Program Personnel](#).

Frequency

Background checks will be required every 3 years for Authorized Program Staff. All youth program personnel are required to self-disclose any arrests, pending charges, or criminal convictions, not including minor traffic violations, to the Program Director within three business days of the arrest, indictment, or conviction, whichever is sooner. The Program Director will consult with appropriate University officials for review, as detailed in the Disqualifications section below.

Background clearances from governmental agencies (e.g., school districts) that have been completed within 3 years from the start date of the activity and that meet the minimum requirements as indicated above are acceptable. The Authorized Program Staff must submit confirmation if a governmental agency's background clearance is being used to satisfy this requirement.

Disqualifications

Criminal convictions, deferred adjudications, pending charges, and/or sex offender background checks that return any offense could potentially disqualify a person from being employed by or assigned to a youth program. Social media findings may also be considered in the review of potential youth program personnel. Any areas of concern will be forwarded to the appropriate University officials for review, and the requirements of the Fair Credit Reporting Act will be followed. In the event that the University officials restrict a person from working with minors, this restriction will be communicated to the Program Director. More information regarding the Fair Credit Reporting act may be found in the [Policy on Conducting Background Checks](#).

Convictions or pending charges in the following categories or categories that are similar in nature to the following may disqualify potential youth program personnel from working in a youth program:

- Murder, manslaughter, or criminally negligent homicide
- Assault or battery
- Kidnapping
- Sexual offenses
- Stalking
- Crimes against children, including child pornography
- Child abuse, neglect, or endangerment
- Domestic violence
- Human trafficking
- Drug-related offenses.

Conviction of criminal offenses relating to the abuse, exploitation, or neglect of an elder, an individual with disabilities, or animals will also be considered. The Youth Protection Program reserves the right to consider other convictions as reason for disqualification.

CAMPUS SAFETY & SECURITY REVIEW

When necessary, the AUM Police Department may conduct a safety review of youth program personnel to ensure that there are no trespass orders that would exclude the individuals from working with children in youth programs or on campus.

SUPERVISION OF PROGRAM PARTICIPANTS

Supervision

Youth program personnel must make every effort to ensure all of the program's activities are adequately supervised. Some of the factors to be considered in determining requirements for supervision are the number and age of minors involved in the program, the activities involved, the type of housing if applicable, and the age and experience of the staff members. Additional personnel should be assigned to ensure one-on-one contact with minors does not occur and that appropriate levels of supervision are implemented. **The Program Director shall assign an**

Authorized Program Staff member who is at least 21 years of age to be accessible to participants. For overnight programs, the staff member must reside in the housing unit.

In addition to the requirement that two youth program personnel are to be present at all times when participants are being supervised, an additional youth program personnel member should be available as a "floater" to stand in if one of the two youth program personnel must leave the area.

Ratios

Each program should have at least two Authorized Program Staff unless an exception is requested in advance. At no time should a participant or group of participants be left alone or without the appropriate number of youth program personnel. The following minimum supervision ratios should be maintained at all times while the participants are in the care, control, or custody of youth program personnel.

Age of Participants:	Day-only Programs:	Overnight Programs:
5 years and younger	1 staff for every 6 participants plus 1 additional staff	1 staff for every 5 participants plus 1 additional staff.
6–8 years	1 staff for every 8 participants plus 1 additional staff	1 staff for every 6 participants plus 1 additional staff
9–14 years	1 staff for every 10 participants plus 1 additional staff	1 staff for every 8 participants plus 1 additional staff
15-18 years	1 staff for every 12 participants plus 1 additional staff	1 staff for every 10 participants plus 1 additional staff

All youth program personnel ratios should conform to the above guidelines from the [American Camps Association](#). If the calculation results in a fractional number, round up to the nearest whole number. If participants from multiple age groups are combined in a single group, the ratio for the youngest participant in the group should be applied.

Examples:

- A day camp of 10-year-olds with 5 participants would require a minimum of 2 youth program personnel.
- A day camp of 10-year-olds with 50 participants would require 6 youth program personnel (1:10 ratio plus 1 additional staff).
- An overnight camp of 15-year-olds with 1000 participants would require 101 youth program personnel (1:10 ratio plus 1 additional staff).

These ratios should be maintained at all times, including but not limited to:

- Periods when participants are given “free” or “rest” time.

- Overnight when participants are housed in AUM residence halls or hotels without being accompanied by their parents. There should be sufficient staff on each floor to maintain the appropriate ratio for the age of the participants.
- Travel to and from meals and activities.

Youth Programs with a small number (less than five) of participants should have a minimum of two individuals responsible for oversight. In large groups of participants, programs may need to provide additional staff for the oversight of participants, depending on the intended activities. The ratio of youth program personnel to program minors should reflect the gender distribution of the participants if possible. Youth program personnel should be at least two years older than the participants with whom they work.

It is acceptable for an individual Authorized Program Staff member to provide program services to a group of participants (e.g., classroom instruction or outdoor activities) if the activity is: (1) conducted in an open or public area that is well-illuminated, and (2) where the group is observable to and interruptible by others outside the group at all times. This includes classroom or meeting activities where open doors or windows allow for a clear line of sight.

For assistance with determining the appropriate numbers of youth program personnel or questions regarding staffing requirements, contact the Youth Protection Program.

INTERACTIONS BETWEEN YOUTH PROGRAM PERSONNEL AND PROGRAM PARTICIPANTS

Youth program personnel should behave professionally and maintain the highest standards of personal behavior at all times during a youth program. Youth program personnel participating in a youth program shall NOT:

- a. Have one-on-one contact with participants unless the interaction takes place in an open, well-illuminated space which is observable and interruptible by other adults. One-on-one contact, even in these spaces, should be avoided.

Youth program personnel should be aware of situations in which actions can be misconstrued or manipulated by others (for example, being alone with the last participant to leave). Conduct all dealings with participants in a public environment as much as possible, in order that all behavior can be readily observed.

- b. Have any direct electronic communication, including contact on social media, with participants without at least two youth program personnel members, the participant's parent/guardian, or a shared Program email address being included in the communication. Additionally, do not communicate with participants through email, text messages, social networking websites, Internet chat rooms, or other forms of social media unless there is an educational or programmatic purpose for the communication.

- c. Enter a participant's room, bathroom facility, changing area, shower area or similar area without at least two youth program personnel in attendance. Participants should use a "buddy system" or otherwise be encouraged to stay together when going to the bathroom, on field trips, or when leaving the classroom area. If there is an emergency situation and two youth program personnel are not available, the door(s) must remain open at all times.
- d. Share sleeping quarters, a bed, or sleeping bag with minors. Separate accommodations for youth program personnel are required unless the youth program personnel is the parent/guardian of the Participant. Participants should be placed in accommodations that allow for a locked door between themselves and youth program personnel. Exceptions for accommodations where a locked door is not possible must be requested in advance.
- e. Shower, bathe, or undress with or in the presence of minors.
- f. Engage in abusive conduct of any kind toward, or in the presence of, a minor.
- g. Strike, hit, administer corporal punishment to, or touch any participant in an inappropriate or illegal manner.
- h. Engage in rough or sexually provocative games, including horseplay.
- i. Allow any inappropriate touching, including between participants.
- j. Use obscene language, use or respond to sexual innuendo, or make sexually suggestive comments.
- k. Transport participants to or from their homes, other than the driver's child(ren), except as specifically authorized in writing by the participant's parent/guardian and by the Program Director. Youth program personnel should not be alone in a vehicle with a participant who is not their child.
- l. Provide alcohol or drugs to any participant, consume alcohol or non-prescribed prescription drugs during a youth program, or provide any drugs or medication to any participant unless specifically authorized in writing by the parent/guardian and as outlined in in this document.
- m. Make sexual material in any form available to participants or assist them in any way in gaining access to such materials.
- n. Favor one participant more than another, give gifts to any one participant, or accept expensive gifts from any participant.
- o. Use language that encourages participants to keep secrets from their parent/guardians or from other youth program personnel.

REPORTING REQUIREMENTS

INJURIES, INCIDENTS, OR ACCIDENTS

Incidents and accidents can include such things as physical illness or injuries of participants and/or youth program personnel; behavioral issues among participants, youth program personnel, or visitors; violent or potentially violent behavior; the possession or use of alcohol or other drugs; inappropriate physical contact; or violations or potential violations of University policies.

Emergencies, including emergency medical situations, should be reported to 911 immediately. See “Seeking Medical Care” for additional details.

Any incidents, accidents, or injuries occurring during a youth program should be reported to the University according to established policies. In addition to any other reporting or incident documentation, the Program Director should [report any accidents/incidents to Risk Management & Safety as soon as possible](#). If consultation regarding reporting is needed, please contact Risk Management & Safety.

ABUSE OR NEGLECT OF A MINOR

If youth program personnel become aware or suspect that a child is a victim of child abuse or neglect, they must act. If a child is in imminent danger, contact the AUM Police Department at 334-244-3424 if the child is at an AUM facility or, if off-campus contact law enforcement at 911 to obtain immediate protection for the child. If the child is not in imminent danger, contact the AUM Police Department at 334-244-3424 if the child is at an AUM facility or, if off-campus contact the Montgomery Police Department at their non-emergency number 334-241-2651. See the [Child Protection and Reporting of Child Abuse Policy](#) for more information about reporting.

Tips for recognizing abuse:

- **Listen closely.** Participants often form a bond with program staff and may disclose past or current abusive situations.
- **Believe them.** It is not your responsibility to investigate or substantiate claims. Remember that even highly regarded members of the community could be abusers.
- **Watch participants carefully.** As youth programs place more emphasis on controlling adult/child interactions, they sometimes leave openings for peer abuse. Identify blind spots where peers might be alone together and supervise them closely.
- **Know what you are looking for.** Child abuse can take many forms including:
 - Harm or threatened harm to a child's health or welfare, which can occur through nonaccidental physical or mental injury, sexual abuse or sexual exploitation, or attempted sexual abuse or sexual exploitation.
 - Sexual abuse or sexual exploitation, which may be perpetrated by an adult or another child, and it may or may not involve touching.

- Negligent treatment or maltreatment of a child, which includes the failure to provide adequate food, medical treatment, supervision, clothing, or shelter.
- **Err on the side of caution.** In deciding whether to report an incident, it is not required that you have definitive proof that abuse or neglect has occurred. Any uncertainty in deciding to report suspected abuse or neglect should be resolved in favor of making a good faith report, and Alabama law contains protections for those who make a good faith report.

If an allegation of child abuse, attempted child abuse, or child neglect has been made against youth program personnel, they shall discontinue any further participation in youth programs until such allegation has been satisfactorily resolved.

MAINTAINING RECORDS

At the conclusion of the event, the program should maintain the following records:

- Final list of participants (in the Youth Protection Portal);
- Final list of youth program personnel (in the Youth Protection Portal);
- Copies of all waivers and medical documentation including medication forms, physician's instructions, or medical clearance forms securely stored; insurance policy numbers should be destroyed immediately after the program;
- Records of any incidents, injuries, or accidents that may have occurred during the activity or program; and
- Finalized version of participant handbooks and parent/guardian communications.

Records must be kept consistent with the college or unit's record keeping and the University records retention schedule. The records should not be destroyed earlier than two years after the participant reaches the age of majority. The age of majority in Alabama is 19 years of age.

ACCOUNTABILITY

VIOLATIONS AND SANCTIONS

Individuals, Sponsoring Units, or Youth Programs violating the Youth Protection Policy or the requirements of this Guide will be held accountable for their actions as stated in the Youth Protection Policy.

SITE VISITS

Site visits may be coordinated by Conference Services and/or the Youth Protection Program to promote compliance. Any suspected violation of approved program guidelines or University policy will be subject to investigation by the appropriate University officials. Colleges, units, Youth Programs, and individuals must participate in site visits and investigations as required.