

User Guide for the 2022 Revisions to the MSU Youth Programs Policy

MSU's Director of the Youth Programs: Registration, Safety Assurance, and Education Program has worked with the Youth Programs Advisory Committee and the Office of the General Counsel to review and revise *the Operational Requirements for Conducting University Youth Programs*. Revisions were reviewed and approved by the Office of the President, and all revisions are effective for all programs beginning January 1, 2023.

What has changed?

- The title of the policy was updated for clarity.
- General formatting was updated for clarity.
- Applicability terms were updated (See II. Applicability):
 - The description of how MSU Extension (including 4H) complies with operational requirements has been clarified, and direct contact information for MSU Extension program inquiries has been added.
 - Criminal background check information listed in applicability has been removed for clarity. Moving forward, all information regarding CBC requirements is listed under the corresponding section related to CBCs.
- Consequences terms were updated (See III. Consequences):
 - "Relevant unit administrators" were defined.
 - Individuals who are subject to disciplinary action for violating the policy were defined.
- Criminal Background Check (CBC) requirements were clarified and revised:
 - In alignment with recommendations from the U.S. Department of Education, CBC requirements were expanded to all adult employees, volunteers, and contractors who work with youth programs, regardless of whether they are supervised when interacting with minors. (See V. A. 1.)
 - CBC requirements for contractors were defined. (See V. A. 2.)
 - CBC requirements for employees and volunteers with access to minors' residential housing during a youth program were defined. (See V. A. 3.)
 - CBC Requirements for external youth programs operating at MSU were relocated to a separate section on external youth programs for clarity. (See V. A. 4.)
 - Youth Program Criminal Background Check Timelines were defined. (See V. B.)
 - Self-disclosure processes for MSU Faculty, Academic Staff, and Executive Management were clarified. (See V. C.)
 - Exceptions to criminal background check requirements were revised in alignment with recommendations from the U.S. Department of Education and the associated expansion of CBC requirements. Previously documented exceptions for CBC requirements that are not documented in this policy no longer apply. (See V. D. 1-2.)
 - Guidance for managers of MSU facilities that are open to the public and frequented by third-party visits was documented. (See V. D. 3)
 - Sex offender registry result information was clarified to reflect the expansion of CBC requirements. (See V. E.)
- Operational Requirements were clarified and revised:
 - Program registration requirements were documented and revised for clarity in alignment with the implementation of the MSU Youth Safety Portal as the official tool used to register MSU youth programs with the University. (See VI. A. 1-6).
 - Program registration exceptions and alternative requirements for 4-H and MSU Extension programs were documented for clarity. (See VI. A.)
 - The youth program registration review process was documented. (See VI. A. 7.)
 - Authorized actions reserved for the MSU Youth Programs: Registration, Safety Assurance, and Education Program in the instance of public health and/or safety concerns were documented. (See VI. A. 7. vi.)
 - Program handbook template resources that are available to MSU youth program leaders were documented. (See VI. B.)
 - Required program handbook information was clarified to include emergency preparedness, general safety and security precautions, and how to report safety concerns. (See VI. B. 1. i.)
 - Required handbook information regarding non-programmatic visitation between participants in residential programs was clarified. (See VI. B. 1. x. b.)
 - Required handbook information regarding visitation by non-participant guests during residential programs was clarified. (See VI. B. 1. x. c.)

- Alternative options for the handbook requirements that apply for four programs that require youth participants to be supervised by chaperones were documented. (See VI. B. 2.)
- Program management terms related to program registration requirements and external youth program requirements were relocated to relevant sections for clarity. (See VI. C.)
- Annual Staff Training requirements related to safety and security precautions were clarified. (See VI. D. 4.)
- Annual Staff Training Requirements related to university reporting obligations for child abuse and other harm to children, discrimination, relationship violence, and sexual misconduct were clarified and revised to align with updated University policies. (See VI. D. 5-7.)
- Required participant orientation topics were clarified. (See VI. E)
- Reporting Protocol requirements related to child abuse and other harm to children, discrimination, relationship violence, and sexual misconduct were clarified and revised to align with updated University policies. (See VI. G.)
- Reporting options for individuals who believe they have been subjected to violations of MSU's Anti-Discrimination Policy and Relationship Violence and Sexual Misconduct Policy were clarified. (See VI. G. 6.)
- Requirements for Third-Party Programs were documented and clarified. (See VI. J.)
 - Requirements related to formally documented agreements for MSU units sponsoring/hosting third-party programs were defined. (See VI. J. 1.)
 - Requirements related to safety checks for MSU units sponsoring/hosting third-party programs were defined. (See VI. J. 2.)
 - Background check requirements for third-party programs were clarified. (See VI. J. 3.)
 - Background check requirements for third-party programs' Pre-K-12 teachers serving as chaperones as a function of their role were clarified. (See VI. J. 3. i.)
- Requirements for agreements with internal and/or external vendors and contractors were documented. (See VI. K.)
- Requirements for Remote, Virtual, and Hybrid Youth Programs were documented. (See VI. I.)
- Safety Assurance Site Visit procedures and functions were documented. (See VI. M.)
- Policy History was revised to reflect recent policy updates. (See VII.)
- Model Form links were revised to reflect updated documents. (See VIII.)
- Tools and Resources were revised to align with updated University policies and hyperlink changes. (See IX.)

What does this mean for Youth Program Directors and Coordinators?

- These revisions to the policy are welcome and productive changes as the policy is evolving. The Director of the Youth Programs: Registration, Safety Assurance, and Education Program is available to assist Youth Program Directors and Coordinators as they make adjustments to align with these changes. For assistance or questions, contact David Chupak at chupakda@msu.edu.
- To assist with implementing these changes, the Director of the Youth Programs: Registration, Safety Assurance, and Education Program will release a template for programs that have yet to create a chaperone guide and templates for orientation materials for youth program participants.
- Several open sessions will be provided over the coming months to review the policy changes, strategies for implementation, and advice from youth program leaders that are already meeting these requirements.