



YOUTH PROGRAMS POLICY

General

Policy Number: 1050

1.0 PURPOSE

Columbia Basin College (“CBC” or the “College”) is committed to providing a safe environment for youth who participate in the College’s diverse youth enrichment programs and activities. This commitment includes promoting appropriate and positive interactions with youth by providing caring connections to inspire, educate, and support youth in their development.

This Policy provides for consistent standards to improve the safety and protection of youth in CBC-run or affiliated programs, and programs, events, or activities held on the CBC campus that involve youth participants. This Policy is not intended to apply to CBC students who are under eighteen (18) years of age and enrolled in CBC classes. This Policy supplements, but does not supersede CBC’s Mandatory Reporting of Child Abuse or Children in the Workplace policies.

2.0 AUTHORITY & SCOPE

2.1 Authority: RCW 28B.50.140

2.2 Scope

- 2.2.1 All CBC-run or affiliated programs, events or activities created for or directed at youth participants or audiences who are not enrolled CBC students.
- 2.2.2 Non-CBC organizations using CBC facilities through a contractual relationship with the College for programs, events, or activities directed at youth participants or audiences.

3.0 DEFINITIONS

- 3.1 CBC Host is the College department or program that provides access to CBC facilities, resources, or property for a youth program by submitting the event or meeting request through the CBC event scheduling/room reservation system on behalf of a CBC-run or affiliated program.
- 3.2 Unsupervised Access is being alone with an individual youth or group of youth without other program personnel supervising the interaction. Typical roles that may have unsupervised access to youth include, but are not limited to, program directors, coaches, trainers, principal investigators, other lead or supervisory staff, tour guides, and anyone who may be responsible for helping youth participants during an event, (e.g., ushers or wayfinding volunteers).
- 3.3 Youth is any person or persons under the age of eighteen participating in a youth program, and not an enrolled CBC student, engaged in a CBC curricular or co-curricular activity that is a part or benefit of their CBC enrollment.

- 3.4 Youth Program is a program, event, activity, or research, regardless of location, in which Youth are the primary participants or audience.
- 3.5 CBC Youth Program is a Youth Program operated or sponsored by CBC (e.g., using CBC branding or funding).
- 3.6 Youth Program Personnel are individuals, who may be employees or volunteers, who chaperone or provide care, supervision, or service to Youth during a Youth Program.

4.0 YOUTH PROGRAMS REQUIREMENTS

Youth Program Personnel will conduct themselves according to this Policy, the College's Standards for Interacting with Youth, and in compliance with applicable state and federal laws and their implementing regulations, including, but not limited to, the Washington Law Against Discrimination, (Chapter 49.60 RCW), Abuse of Children, (Chapter 26.44 RCW), Washington Criminal Code, (Title 9A RCW), Washington State Patrol Background Checks, (RCW 43.43.830-845) Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Violence Against Women Reauthorization Act, Prosecutorial Remedies and Other Tools to end the Exploitation of Children Today (PROTECT Act), 117 Stat. 650 (Public Law 108-21), and Children Online Privacy Protection Act (COPPA), (16 CFR Part 312).

The CBC Host or non-CBC organization using CBC facilities for its Youth Program event or activity is responsible for ensuring that the following minimum requirements are met in each Youth Program:

4.1 Requests for Use of CBC Facilities

- 4.1.1 Facility use requests and reservations for Youth Programs will include information related to the Youth Program as required by CBC.
- 4.1.2 Prior to using CBC facilities, the CBC Host or non-CBC organization will be required to confirm that the Youth Program will meet or exceed equivalent minimum requirements for Youth Programs under this Policy.

4.2 Background Check

- 4.2.1 Youth Program Personnel who may have unsupervised access to youth as defined in Section 3.2 must successfully complete a criminal background check prior to interacting with Youth in Youth Programs. Nationwide criminal background checks for CBC Youth Program Personnel will be conducted and paid for by the Human Resources Office at the time of hire.
- 4.2.2 The criminal background check will be evaluated for convictions for offenses involving the abuse or neglect of children and offenses that would preclude a person under Washington State law (RCW 43.43.830) from working with minors (e.g., recent drug conviction).
- 4.2.3 CBC Youth Program Personnel who may have unsupervised access to Youth, and who separate from CBC employment or stop volunteering for any length of time and later return to the College must complete a new background check prior to interacting with Youth.

- 4.2.4 CBC Youth Program Personnel must immediately disclose to the CBC Host any charges brought against them of an offense identified in RCW 43.43.830 for determination of appropriateness of participation in the Youth Program while the charges are pending.
- 4.2.5 All background screening records for CBC employees or volunteers obtained under this Policy will be retained by the Human Resources Office for a period consistent with the requirements of Washington State Records Retention Schedule.

4.3 Training

- 4.3.1 CBC makes training on appropriate interactions with Youth available for CBC Youth Program Personnel who may work in Youth Programs.
- 4.3.2 Prior to interacting with Youth, annual training is required for CBC Youth Program Personnel who may have unsupervised access to Youth during the course of the Youth Program.
- 4.3.3 The CBC Host is responsible for ensuring that CBC Youth Program Personnel have completed their required training and that the program is conducted in accordance with applicable federal and state laws, and CBC policies, standards, rules and regulations.

4.4 Reporting

4.4.1 CBC Youth Programs

- 4.4.1.1 CBC Youth Program Personnel must notify the CBC Host department supervisor or Vice President for Human Resources & Legal Affairs & Title IX/EEO Coordinator at (509) 542-4749 or extension 2749 as soon as possible and no longer than 48 hours after becoming aware of any behaviors or concern occurring in a Youth Program that would be considered a violation of this Policy or contrary to the Standards for Interacting with Youth, even if such behavior or concern may not rise to the level of abuse or neglect as defined in the Mandatory Reporting of Child Abuse Policy. Notifications may also be made to youthprogramsreporting@columbiabasin.edu.
- 4.4.1.2 Upon receiving such notice, the CBC Host department supervisor will notify the Vice President for Human Resources & Legal Affairs & Title IX/EEO Coordinator, will evaluate appropriate next steps consistent with CBC policies and applicable laws.
- 4.4.1.3 Violation of this Policy may result in disciplinary action, up to and including, dismissal of a student, or termination of employment, or volunteering opportunities.

4.4.2 Non-CBC Organizations

- 4.4.2.1 Violations of this Policy by non-CBC organizations using CBC facilities must be reported immediately but no longer than 48 hours after becoming aware of the violation, to CBC's Office of Administrative Services at (509) 542-5546, or extension 2346 when calling from a campus telephone, or by emailing, youthprogramsreporting@columbiabasin.edu. Violation of this

Policy by non-CBC organizations may result in immediate termination of use of CBC facilities and/or ineligibility for future use.

4.5 Safety Planning and Response

- 4.5.1** Emergencies must be immediately reported to local law enforcement by calling 911 and/or Campus Security by calling (509) 542-4777 or on-campus extension 7777 (Pasco Campus), or (509) 539-8167 or on-campus extension 4021 (Richland Campus). Campus Security is automatically notified when 911 is dialed from a campus telephone. If a non-campus telephone is used to contact law enforcement, please also contact Campus Security.
- 4.5.2** Youth Programs must implement safety precautions appropriate for the program or activity, and consistent with CBC health and safety rules, regulations, procedures and plans, and applicable state law, including Washington State Department of Labor & Industries Prohibited Duties, WAC 296-125-030.
- 4.5.3** Injuries resulting from emergency and non-emergency incidents must be documented in a Campus Accident Report submitted to Campus Security & Safety and the Vice President for Administrative Services.

5.0 FORMS & OTHER RESOURCES

To view forms related to youth programs please visit the [Youth on Campus](#) webpage for more information.

6.0 HISTORY & POLICY CONTACT

6.1 Originated: 06/2021

6.2 Revised: 11/2022

6.3 Proposal Date: 06/08/2021

6.4 Policy Review: N/A

6.5 Promulgation Date: 12/09/2022

6.6 Responsible Administrator: Vice President for Human Resources & Legal Affairs