

University of Idaho

APM 05.12 Protection of Minors

STANDARDS

About Protection of Minors Standards:

University of Idaho youth-serving programs are responsible for reading, understanding and implementing APM 05.12, Protection of Minors.

APM 05.12 is found at: <http://www.uidaho.edu/apm/05/12>.

The Protection of Minors standards are referenced in APM 05.12, Protection of Minors, as “per procedures on file at UI Risk.”

The University of Idaho Protection of Minors standards provide additional information, guidelines, forms and details for the implementation of APM 05.12, Protection of Minors. For convenience, the standards follows the same outline / numbering as APM 05.12, Protection of Minors.

The standards are primarily intended for the use of employees of the University of Idaho as an organization.

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Preamble

This policy adopts requirements to help ensure that the university meets its legal and ethical obligations to protect minors participating in university programs and visiting the university's campuses.

A. Definitions

A-1. Abused: any case in which a minor has been the victim of:

- (a) Conduct or omission resulting in physical harm that is not the result of an accidental occurrence. This may include skin bruising, bleeding, malnutrition, burns, fracture of any bone, subdural hematoma, soft tissue swelling, failure to thrive or death; or
- (b) Sexual conduct, including rape, molestation, incest, prostitution, obscene or pornographic photographing, filming or depiction, or other similar forms of sexual exploitation harming or threatening the minor's health or welfare or mental injury to the minor.

A-2. Abandoned: the failure of the parent to maintain a normal parental relationship with the minor, including, but not limited to, reasonable support or regular personal contact.

A-3. Adults - Authorized Adults are individuals who may have direct and unsupervised contact with a minor. Authorized Adults are individuals (full-time, part-time, temporary, paid, or unpaid), who in their official capacity interact with, supervise, chaperone, act as a caregiver for, or oversee and have responsibility for minors in UI programs. Authorized Adults include but are not limited to UI faculty, staff, other employees, volunteers, graduate and undergraduate students, and interns. Authorized Adult status does not apply to UI individuals at public events where there is a reasonable expectation of parental supervision.

A-4. Adults - Supervised Adults are individuals who work with minors under the direction of an Authorized Adult. Supervised Adults include but are not limited to UI faculty, staff, other employees, volunteers, graduate and undergraduate students, and interns. Supervised Adults do not have unsupervised contact with a minor.

A-5. Adults – All other adults are present at youth-serving programs, but are not responsible for working alone with minors. Other adults include but are not limited to: UI faculty, staff, other employees, volunteers, graduate and undergraduate students, interns, chaperones, resources (knowledge or skill sources), parents/guardians attending a youth-serving event.

A-6 Change in position. Volunteers or employees who move from lower level of authority and supervisory duties to a higher level of authority and supervisory duties.

A-7. Child Protective Act: Idaho Code Sections 16-1601 et seq.

A-8. Mental Injury: the substantial impairment in the intellectual or psychological ability of a child to function within a normal range of performance and/or behavior, for short or long terms.

A-9. Minor: a person under the age of eighteen (18) years.

A-10. Neglected: a minor:

- (a) Who is without proper parental care and control or subsistence, medical or other care or control necessary for the minor's well-being because of the conduct or omission of the minor's parents, guardian or other custodian; or

(b) Whose parents, guardian or other custodian are unable to discharge their responsibilities to and for the minor and, as a result of such inability, the minor lacks the parental care necessary for the minor's health, safety, or well-being.

A-11. Public Records Review. A review of Idaho court records and sex offender registries for disqualifying convictions. Refer to APM 50.16, D-1 for disqualifying convictions.

A-12. UI Approved Training is on file with UI Risk and approved for use for Protection of Minor training.

A-13 University of Idaho Youth-Serving Program ("Program") is any program, activity, lab or research sponsored, controlled or funded by the University of Idaho that includes minors, except for official university courses not intended specifically for minors. UI employees and students working in public or private schools shall follow the operational guidelines of the school.

B. Policy

The University of Idaho (“UI”) offers many youth-serving programs and places great importance on taking steps to provide a safe environment for participants in these programs. In furtherance of this goal and to adhere to state law, UI has zero-tolerance for abuse, and requires all employees and volunteers to report minor abuse, abandonment, neglect and mental injury. Programs involving minors shall operate their programs in a safe and secure manner.

UI employees and students working in public or private schools shall follow the operational guidelines of the school.

The procedures shown in Section D below are minimum acceptable practices at UI.

This policy establishes minimum requirements for all UI youth-serving programs. Procedures related to these minimum requirements are in the Protection of Minors standards. Programs are encouraged to take all needed precautions to provide a safe environment for minors. Individual units may impose more stringent procedures on UI employees or volunteers involved with youth serving Programs. Any exemptions from compliance with this policy “Protecting Minors” must be submitted in writing to, and approved by UI Risk Manager.

Minimum requirements include:

1. Reporting of incidents and concerns
2. Registration of all youth-serving programs
3. Selection and screening of adults and volunteers
4. Required training
5. Minimum Code of Behavior for adults working in youth-serving programs
6. Contractors, Facilities Use Agreements, and Non-UI Events

C. Reference – State of Idaho Child Protective Act

The State of Idaho Child Protective Act mandates that “any ... person having reason to believe that a [Minor] has been abused, abandoned or neglected or who observes the [Minor] being subjected to conditions or circumstances that would reasonably result in abuse, abandonment or neglect shall report or cause to be reported within twenty-four (24) hours such conditions or circumstances to the proper law enforcement agency or the [Idaho Department of Health and Welfare].” Idaho Code § 16-1605.

<https://legislature.idaho.gov/statutesrules/idstat/Title16/T16CH16/SECT16-1605/>

Failure to report is a misdemeanor. This is a personal responsibility imposed on any person who fails to report.

Details and procedures regarding responding and reporting are found in the Protection of Minors standards in the D. Process and Procedure, D-1. “Response and Reporting” section.

UI employees and students working in public or private schools shall follow the operational guidelines of the school.

D. Process / Procedure

D-1. Response and Reporting

If at any time you believe a minor is in imminent physical danger, call 911 immediately.

Reporting Obligations

Because UI is dedicated to maintaining zero tolerance for all forms of child maltreatment, the obligation to report and respond to child abuse, and to behaviors that violate the code of behavior, is shared among individuals, supervisors/administrators, and the university. Please follow these reporting directions:

- Individuals – notify supervisor or administrator, and UI Security at (208) 885-7054. If the situation involves abuse, abandonment, or neglect, you MUST notify the appropriate law enforcement agency or the Idaho Department of Health and Welfare (1-855-552-KIDS (5437)) within 24 hours. This is your personal responsibility, and failure to report when required could result in you being charged with a crime.
- Supervisors / Administrators – notify UI Security at (208) 885-7054 and UI Risk Manager at (208) 885-6177. If the situation involves abuse, abandonment, or neglect, the supervisor must ensure that the situation is reported to the appropriate law enforcement agency or the Idaho Department of Health and Welfare (1-855-552-KIDS (5437)).
- The University of Idaho (UI) – verify compliance with mandated reporting. Assist and advise university reporters in appropriate response to incident.

Abuse is not often observed directly but indicators or suspicions of abuse may be observed. The Protection of Minors program is behaviorally based, and all university employees are asked to report behaviors that are suspicious or that violate the code of behaviors listed in the Code of Behaviors under Section D-5 of APM 05.12, Protection of Minors.

Once these behaviors are reported, supervisors and administrators are obligated to take action as described in this standards, and to engage senior management. All employees are encouraged to discuss concerns with appropriate supervisors, administrators, UI Risk Manager at (208) 885-6177, or the Office of General Counsel at (208) 885-6125.

Three major abuse scenarios, which require reporting and response, are:

- Suspected abuse, including mandated reporting
- Suspicious or inappropriate behavior (violations of Code of Behavior)
- Minor to minor abuse

All UI employees and volunteers, and any other person having reason to believe that a minor has been abused, abandoned, neglected, or mentally injured or who observes a minor being subjected to conditions or circumstances that constitute or would reasonably result in abuse,

abandonment, neglect, or mental injury, shall report such conduct or conditions immediately to their supervisors and UI Security. Reporting includes but is not limited to mandated reporting, suspicions of abuse, disclosures of abuse, suspicious or inappropriate behavior, and minor-to-minor incidents.

As set forth above, any incident involving suspected abuse, abandonment, or neglect must also be reported within 24 hours to the appropriate law enforcement agency or the Department of Health and Welfare.

Reporting Suspected Abuse of a Minor

UI requires all employees and volunteers to report any suspected abuse, abandonment or neglect of a minor.

If in relation to UI's programs, activities, events or the rental or use of UI facilities or property by other organizations, any employee or volunteer suspects or recognizes:

- child abuse, neglect, or sexual misconduct by another UI employee, volunteer, student, intern, or authorized adult;
- a physical danger or hazard, an inappropriate relationship between a minor and any individual, including an employee, volunteer, student, intern, or authorized adult;
- a minor is in danger of exploitation; or
- a minor has made a disclosure of abuse,

then the employee or volunteer must make the proper internal reports and notifications to UI officials. Further, if the situation involves suspected abuse, abandonment, or neglect, the employee or volunteer must make an external report to the Idaho Department of Health and Welfare or the appropriate law enforcement agency. **If at any time you believe a minor is in imminent physical danger, report to 911 immediately.**

In addition to reporting to UI and state authorities, UI administrators must conduct an appropriate response to the incident, so that immediate and proper steps may be taken to ensure the safety of alleged victim(s) and others who may be at risk.

Guidelines for individuals responding to suspected abuse

If you witness abuse, interrupt the behavior immediately.

If abuse is disclosed to you, assure the individual disclosing that he or she was correct to tell to you.

Protect the alleged victim from intimidation, retribution, or further abuse.

Be sure to document the incident, disclosure, or circumstances causing your suspicion of abuse.

Doubt regarding whether to report should be resolved in favor of making the report. It is not your responsibility to determine whether your suspicions are correct, or to investigate those suspicions. You shall not conduct an interview or investigation to try to determine if the suspicion or disclosure is credible or if a report should be made. Your duty is to simply make a report of what you are aware of.

Guidelines for supervisors or administrators responding to suspected abuse

Determine the immediate needs of the victim. Supervisors and other UI administrators receiving reports shall inform their next level of supervision of the report. Continue to report the information to a level that may implement action on the concern.

Report internally to UI Security (208) 885-7054 and Risk Management.

Determine if a mandatory report needs to be made, and if necessary, report to the appropriate law enforcement agency or the Idaho Department of Health and Welfare (855-552-5437)

Remove the accused from access to minors and contact Human Resources if the alleged suspect is a UI employee. If the situation involves the alleged sexual abuse or sexual harassment of a minor, you must also report the incident to the Office of Civil Rights and Investigations at 208-885-4285.

Review the file of the accused.

Gather and document information surrounding the incident.

Notify parents / guardians if appropriate.

Suspicious or Inappropriate Behaviors (Violations of Code of Behavior)

Authorized Adults and Supervised Adults in your programs should have signed the Code of Behavior (see APM 05.12 Section D-5, and Appendix A of standards) before starting to work in your programs. Individuals are directed to report any violations of this code of behavior.

Examples of suspicious or inappropriate behaviors involving adults and minors include but are not limited to:

- Violation of UI's protection of minors or abuse prevention policies
- Seeking private time or one-on-one time with minors
- Buying gifts for individual minors
- Making suggestive comments to minors
- Picking favorites

Guidelines for individuals responding to suspicious or inappropriate behavior

Interrupt the behavior.

Report the behavior to a supervisor or administrator and/or make an anonymous report. If the report is about a supervisor or administrator, contact the next level of management.

Document the report but do not conduct an investigation.

Keep reporting until the appropriate action is taken.

Guidelines for Supervisors or Administrators responding to suspicious or inappropriate behavior

Supervisors and administrators should take all reports of suspicious or inappropriate behavior with minors seriously. UI's procedures will be carefully followed to ensure that the rights of all those involved are protected.

If at any point in gathering information about a report of suspicious or inappropriate behavior, a concern arises about possible abuse, abandonment or neglect, follow the abuse and mandated reporting procedures.

Supervisors report to the next level of administration and determine the appropriate administrator to respond to the concern.

Supervisors coordinate with the appropriate administrator to complete the following:

- Determine the appropriate response based on the report.
- Speak with the individual who has been reported, if appropriate or necessary.
- Review the file of the individual to determine if similar complaints were reported.
- Document the report on the appropriate form(s).
- If appropriate, notify parents and/or guardians.
- Advise the person who reported the behavior that the report is being taken seriously.

Based on the information gathered, the following may be required:

- Increased monitoring or supervision of the individual or program.
- Following guidance from UI Human Resources, youth-serving program may need to interview and/or survey other witnesses, employees, volunteers, students, interns, authorized adults, or minors as appropriate.
- If policy violations involving the individual with a minor are confirmed, Authorized and Supervised Adults are subject and/or disciplinary action up to and including termination. Consult with UI Human Resources.

Guidelines for Organizational Response to suspicious or inappropriate behavior

Review the need for increased supervision.

Review the need for revised policies or procedures.

Review the need for additional training.

Minor-to-Minor Abuse and Sexualized Behaviors

The thought that one minor may sexually abuse another minor does not occur to many people. Unfortunately, abuse between peers has increased significantly in the past few years. Minor-to-minor sexual activity and sexualized behaviors often remain unreported in organizations because personnel are not comfortable documenting these situations, or may not know how. In order to adequately respond to and track incidents at UI, all sexual activity between minors and sexualized behaviors of minors must be consistently documented.

Most serious incidents of minor-to-minor abuse are preceded by more subtle incidents such as name-calling, taunting or roughhousing. Interrupting these interactions early and establishing and communicating standards of conduct can keep the university environment safe. UI recognizes that the following interactions are high risk and should be prohibited:

- Hazing
- Bullying
- Derogatory name-calling
- Games of “Truth or Dare”
- Singling out one minor for different treatment
- Ridicule or humiliation

Guidelines for UI Individuals responding to minor-to-minor abuse

Interrupt the behavior and separate the minors. Do not investigate.

Report the behavior to a supervisor or administrator.

Document your report with factual information.

Guidelines for Supervisor or Administrator responding to minor-to-minor abuse

Determine the appropriate administrator to conduct an internal review of the incident.

Notify the Title IX coordinator by calling 208-885-4285, or by using the online complaint form here: <https://www.uidaho.edu/ocri/complaint-form>

Notify the parents / guardians of all minors involved.

Notify the authorities if required by state reporting mandates.

Document the incident and UI’s response.

Develop a written corrective action or follow-up plan in response to the incident.

Guidelines for Organizational Response responding to minor-to-minor abuse

Review the need for additional supervision.

Review the need for revised policies or procedures.

Review the need for additional training.

Alert others in the organization.

D-2. Registration of All Youth-Serving Programs

All programs involving minors must register their program with UI Risk.

Go to:

<https://www.uidaho.edu/infrastructure/pss/risk-management/protecting-minors/registration>

Register any youth-serving program with Risk. Student groups may not conduct youth-serving activities, programs or camps unless under direct supervision of University of Idaho programs, divisions or colleges.

D-3. Screening and Selection for Work with Minors

All UI programs must adhere to screening and selection criteria required by UI in section D-3 of these standards. These steps must be completed before an applicant is released to work with minors in a paid or unpaid position. Screening and selection applies to Authorized Adults and Supervised Adults.

General information

Careful screening and selection of the employees and volunteers in your program is one of the most important tools you have to protect the minors you invite to participate in your programs. The design and attention you give to reading your applications, your interview process, the use of references (including a personal reference), and background checks, are all essential steps in the process.

Screening and selection

The following screening and selection guidelines are available from UI Risk:

- High Risk Indicators for Applications (copyright Praesidium)
- Standardized Interview Questions and Interpretive Guide (copyright Praesidium)
- Sample Reference Questions and Interpretive Guide (copyright Praesidium)
- Sample Procedure for Criminal Background Review (copyright Praesidium)

Authorized Adults

Update required items every 3 years or upon change in position, unless otherwise noted. Screening and selection of Authorized Adults must include:

- a. A standard application.
- b. Face-to-face interviews using behaviorally-based standardized questions designed to assess for potential risk to abuse. Update upon change in position.
- c. A minimum of three reference checks that include professional and personal references using behaviorally-based questions that assess abuse risk. A family member may be included as a possible personal reference. Update upon any change in position.
- d. Conduct background check. Refer to 4H procedures OR APM 50.16, Criminal Background Checks.
- e. Signed UI Protection of Minors Regulation
- f. Signed UI Code of Conduct.

Supervised Adults

Update required items every 3 years or upon change in position, unless otherwise noted. Screening and selection of all other UI individuals working with minors in a program who may not be an Authorized Adult must include:

- a. A standard application, for new employees and volunteers. Programs enrolling volunteers on a seasonal basis shall update application annually.
- b. Signed UI Protection of Minors Regulation.
- c. Signed UI Code of Conduct.
- d. A national sex offender registry check.
- e. Student athletic trainers must follow required documentation for either Authorized Adult or Supervised Adults. Student athletic trainer records may be updated once every 4 years, beginning as freshmen, or upon change in position.

Background checks

For 4-H screening, refer to 4-H procedures.

For all other Authorized Adults and Supervised Adults, follow procedures for screening through UI Human Resources. See policy APM 50.16, Criminal Background Check Procedures at: <http://www.uidaho.edu/apm/50/16>.

Negative findings on background checks

If a background check comes back with a negative finding, and program is denying a position based on results of the background check, refer up your supervisory chain. Supervisors and administrators must immediately involve the appropriate Human Resources consultant and potentially the Office of General Counsel (OGC). These offices will guide you in the appropriate steps to take regarding negative findings on background checks. Do not release information to the applicant without consulting first with your Human Resource and OGC expert advisors.

D-4. Training

All Authorized Adults and Supervised Adults who work with minors must complete protection of minor training prior to having contact with or access to minors. Additional program-specific training may be required for certain programs.

Frequency and type of training – minimum requirements

Training must be completed prior to work with minors, and every three (3) years, or upon change in position.

Programs may implement training IN ADDITION TO the minimum required training.

4-H Authorized Adults and Supervised Adults are required to take training through University of Idaho 4-H program. Consult with 4-H program.

All other Authorized Adults and Supervised Adults are required to take training through UI Risk. Refer to: <https://www.uidaho.edu/infrastructure/pss/risk-management/protecting-minors>.

Authorized adults will take 4 courses:

#	Course Title	Access through	# minutes
1	Protecting Minors Information about Idaho Child Protective Act and mandatory reporting	Net Learning	15
2	Protecting Children: Shine A Light General Information	UI Risk website	10
3	Protecting Children: Identifying and Reporting Sexual Misconduct Predators, warning signs, danger areas, boundaries, codes of conduct, reporting	UI Risk website	30
4	Protecting Children: Hiring Staff Who Work with Minors Hiring, investigation, discipline	UI Risk website	30

Supervised adults will take 1 course:

#	Course Title	Access through	# minutes
1	Protecting Children: Shine A Light General information	UI Risk website	10

All training must be documented and records retained by the UI youth-serving program or University Learning Management System.

D-5. Code of Behavior

Programs shall develop a Code of Behavior for university staff and volunteers. University employees and volunteers shall receive training regarding the Code of Behavior. The Code of Behavior shall include at least the University of Idaho minimum standards, and may include other standards appropriate to the program. See Appendix A of these Standards.

University of Idaho youth-serving programs are required to include a signed code of behavior that includes a minimum statement about behaviors. Before starting to work in a program, Authorized Adults and Supervised Adults sign the code of behavior. See Appendix A for current minimum code of behavior. Programs may develop program-specific addendums to the minimum code of behavior.

D-6. Contractors, Facilities Use Agreements, and Non-UI Events

The University of Idaho's standard Facility Use Agreement has been amended to include Section 7.0.

Non-university youth services programs must sign the standard University of Idaho Facility Use Agreement and provide the required evidence of insurance prior to commencement of any operations.

Section 7.0 of the standard Facility Use Agreement reads:

7.0 PROTECTION OF MINORS

7.1 Permittee is responsible for activities and operations of its employees, directors, subcontractors, agents and volunteers. Permittee is responsible for participants in its programs and shall have adequate policies and procedures related to prevention and mitigation of physical/sexual abuse/molestation and harassment.

7.2 As applicable, Permittee shall maintain and purchase insurance that covers claims arising from activities sponsored by Permittee, but conducted on premises not owned by Facilities User. Commercial General Liability coverage shall include physical/sexual abuse/molestation and harassment ("abuse") coverage. Limit of liability for abuse coverage shall be at least \$1,000,000 general aggregate. This coverage shall be evidenced on the insurance certificate. Certificates must be sent to University of Idaho Risk Management three (3) weeks prior to commencement of operations.

7.3 Failure to satisfy above may result, at the University's sole discretion, with immediate termination of this contract, without regard to any other termination provision.

Appendices

Code of Behavior

Appendix A – D-5 Code of Behavior

See next page.

Code of Behavior

Our program provides the highest quality services available to minors. Our commitment is to create an environment for minors that is safe, nurturing, empowering, and that promotes growth and success for the minors who participate in our program. Any type of abuse will not be tolerated and will result in immediate dismissal from the program and/or University of Idaho (UI). UI will fully cooperate with authorities if allegations of abuse are made and investigated.

To accomplish this mission together, employees, volunteers, and other adults participating in programs, events and activities involving minors:

1. Will treat minors with respect at all times.
2. Will treat minors fairly regardless of race, sex, age, religion, sexual orientation or gender expression.
3. Will adhere to uniform standards of affection as outlined in any applicable university or program specific policies.
4. Shall not use or be under the influence of alcohol or drugs in the presence of minors or during activities or events involving minors.
5. Shall not discuss their sexual encounters with or around minors or in any way involve minors in their personal problems or issues.
6. Shall not date or become romantically involved with minors.
7. Shall not make pornography in any form available to minors or assist them in any way in gaining access to pornography.
8. Shall not have secrets with minors.
9. Shall not have private displays of affection with minors.
10. Shall not swear or tell off-color jokes.
11. Shall not stare or comment on the minors' bodies.
12. Shall not engage in inappropriate electronic communication with minors, as may be further defined by specific program policies.
13. Shall avoid outside contact with minors, which may be further defined by specific program policies.
14. Shall not shower, bathe, or undress with or in the presence of minors.
15. Will not take any photographs or videos of minors or posting photographs or videos on a digital, electronic, hosted media, web-based service or any other medium without first obtaining a release from the minor's parent or legal guardian.
16. Shall not engage in any of the following behaviors towards minors:
 - Any form of abuse or neglect

- Physical actions hitting, corporal punishment, spanking, shaking, slapping, unnecessary restraints
 - Verbal actions: degrading a minor, inappropriately threatening a minor, or cursing in the presence of a minor
 - Sexual activity: inappropriately touching a minor, exposing oneself in the presence of a minor, engaging in sexually oriented conversations in the presence of a minor
 - Mental : shaming, humiliating, or engaging in cruelty towards a minor
 - Neglect: inappropriately withholding food, water, or shelter
17. Shall not allow minors to engage in hazing, bullying, derogatory name-calling, games of "Truth or Dare," ridicule, or humiliation.
18. Will report concerns or complaints about other adults or minors in accordance with all reporting policies.

I have received a copy, read and voluntarily agree to comply with the University of Idaho's APM 05.12, Protection of Minors Code of Behavior (<https://www.uidaho.edu/infrastructure/pss/risk-management/protecting-minors>).

I have received a copy, read and voluntarily agree to comply with the University of Idaho's APM 05.12, Protection of Minors policy and standards (<https://www.uidaho.edu/infrastructure/pss/risk-management/protecting-minors>).

EMPLOYEE / VOLUNTEER SIGNATURE - PLEASE SIGN IN BLUE INK
Employee / Volunteer NAME (PLEASE PRINT):
Employee / Volunteer POSITION / TITLE (PLEASE PRINT):
University of Idaho Program Name (PLEASE PRINT):
University of Idaho COLLEGE / DIVISION NAME (PLEASE PRINT):
Employee / Volunteer Signature: X
Date:

Risk Management Actions

Appendix B – Risk Management Actions

UI Risk Protection of Minors website

<https://www.uidaho.edu/infrastructure/pss/risk-management/protecting-minors>.

Order Waivers through online waiver system

Youth-serving programs must develop and document the Acknowledgement of Risk and Waiver of Liability for participants. For access to University of Idaho's Online Waiver system, go to: <https://www.uidaho.edu/infrastructure/pss/risk-management>. See Forms. Click on Online Waiver.

Order Camp Accident insurance through online system

Youth-serving programs must purchase Camp Accident Insurance for participants prior to start of program. For access to University of Idaho's Camp Insurance, go to: <https://www.uidaho.edu/infrastructure/pss/risk-management>. See Forms. Click on Camp Insurance Request.

Incident Report Form

Appendix C – Incident Report Form

See next page.

UNIVERSITY OF IDAHO – YOUTH SERVING PROGRAM INCIDENT REPORT FORM, Page 1 of 2

Instructions: Complete this form in as much detail as possible. Complete as soon as possible. Save this document and attach it to an email to the appropriate Program Director. **Call your director within 24 hours if incident involves a serious injury.**

NOTE: Before sending incident report to UI Risk or Office of General Counsel, please **REDACT** all names of **minors**. For example, refer to minors as Male A, Male B, Female A, Female B. Refer to parents as Mom Female A, Dad Male B, etc. Units may redact with either letters or numbers or a combination, as appropriate. **DO NOT** redact employee and volunteer names (if adults).

Program								
Names of Program Director(s)	Director's Name				Director's email		Director's phone(s)	
Date of Incident					Date Reported			
Time of Incident					Time Reported			
Brief description of incident. (A detailed description is added to the back of this sheet).								
Person(s) involved in incident								
Name(s) of Person(s) involved in incident	Status					Phone	Age	Gender
	Program participant (minor)	Staff, Permanent	Staff, temporary	Volunteer	Other			Male = M Female = F
Witnesses to Incident								
Name(s) of witness(es)	Status					Phone	Age	Gender
Additional Information for Medical Incidents								
Nature of suspected/stated injury or illness (include part of body injured)								
Was first-aid/medical attention refused?	<input type="checkbox"/> Yes <input type="checkbox"/> No							
Prior medical condition(s) known?	<input type="checkbox"/> Yes <input type="checkbox"/> No					If yes, please describe:		
What medical attention was provided and by whom:								

UNIVERSITY OF IDAHO – YOUTH SERVING PROGRAM INCIDENT REPORT FORM, Page 2 of 2

Signatures and Actions Taken				
Report filed by:	PRINT NAME		Phone	
Signature of filer:	SIGN NAME		Date:	
Status of reporter	<input type="checkbox"/> Student / Participant <input type="checkbox"/> Temporary Staff <input type="checkbox"/> Permanent Staff <input type="checkbox"/> Volunteer <input type="checkbox"/> Other			
Director(s) Signature			Date	
Actions Taken/Director Comments:				
Risk Management Involvement Necessary? <input type="checkbox"/> Does not apply	<input type="checkbox"/> Bodily Injury Requiring Medical Attention <input type="checkbox"/> Police Involvement <input type="checkbox"/> Condition of Premises Injury (reported to EHS) <input type="checkbox"/> Issue has potential to impact project/university <input type="checkbox"/> Violence <input type="checkbox"/> Substance Abuse <input type="checkbox"/> Human Rights – discrimination, harassment <input type="checkbox"/> Title IX Mandatory reporting incident <input type="checkbox"/> Issue has potential to impact project/university		<input type="checkbox"/> Disclosure of potential for self-harm or suicide <input type="checkbox"/> Abuse by employee or volunteer <input type="checkbox"/> Disclosure of abuse by student/participant <input type="checkbox"/> Mandatory report made to Idaho Health and Welfare AND applicable police jurisdiction (refer to Director immediately) <input type="checkbox"/> Behavioral code issues with employee or volunteer <input type="checkbox"/> None of the above, but should pass on	
Details of incident				
Describe the facts of the incident in detail, including immediate action taken. Be as objective and detailed as possible: use names instead of he/she (redact for minors), include date and time for all details if possible, use objective descriptors of what actually happened or what you actually saw/heard or describe who told you what when about what and when. Attach sheet(s) as needed.				
SEE ATTACHED <input type="checkbox"/>				
Internal Communication Log				
Name	Date & Time	Notes		
Mandatory Reporting Information (if applicable)				
Agency	Date Time	Name of contact Phone # of contact	Agency action and/or recommendations	Program actions and followup
Police (state where):				
Idaho Health & Welfare				

Confidential Tagline to be Used for Email (copied and adjusted from UI legal council)

CONFIDENTIAL AND PRIVILEGED COMMUNICATION

This message is confidential and privileged. Unless you are the intended recipient, you may not use, copy, or disclose the information in this message. If you have received this message in error, please reply to <jovandal@uidaho.edu (your email here)> and fully delete this message.