

Number: 6-002  
Title: Youth Compliance & Child Abuse Reporting  
Responsible Executive: Chief Compliance, Ethics and Privacy Officer  
Responsible Office: UF Compliance and Ethics

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## I. Purpose

The University of Florida (University) is committed to providing a safe environment for Minors on its campus or participating in its programs. This policy establishes standards for programs, events, and activities with Minors. Additionally, this policy sets forth mandatory child abuse, neglect, and abandonment reporting requirements that promote the safety and well-being of Minors, as well as ensure the University's compliance with Florida Statute 39.201 and Board of Governors Regulation 3.002.

## II. Applicability

This policy applies to University faculty, staff, students, contractors, vendors, volunteers, visitors, guests, Direct Support Organizations (DSO), and Affiliate Entities.

## III. Definitions

- A. Administrator:** For purposes of this policy and compliance with Board of Governors Regulation 3.002, "administrator" means university president, provost, senior/executive vice presidents, vice presidents, associate vice presidents, associate/vice provosts, deans, chief of police, equal opportunity programs director, intercollegiate athletics director, internal audit director, Title IX coordinator, and university compliance officer.
- B. Affiliate Entity/Entities:** Corporate entities that are not the same corporate body as the University or its Direct Support Organizations but are contained within the University enterprise. Such entities include the following and all similarly situated entities: Faculty Associates; Florida Health Professions Association; Florida Clinical Practice Association; Faculty Clinic; UF Jacksonville Physicians; UF College of Nursing Faculty Practice Association; UF College of Pharmacy Faculty Practice Association; Florida Veterinary Medicine Faculty Association; Shands Teaching Hospital and Clinics; UF Self-Insurance Program; UF Health Education Insurance Company; and Shands Jacksonville Healthcare.
- C. Care, Custody, or Control of Minors:** When an adult who is present at a UF or Non-UF Youth Activity has primary responsibility for supervision of the Minors at any given point throughout the activity, that adult has Care, Custody, or Control of Minors. More than one adult at a time may exercise Care, Custody, or Control of Minors during the same activity.
- D. Direct Support Organization (DSO):** Organizations certified by the University of Florida Board of Trustees to receive, hold, invest, and administer property and to make expenditures to or for the benefit of the University.
- E. General Registered Student Organization (GRSO):** GRSOs are independent third parties, with no legal affiliation to the University and any of its entities. As such, neither its statements, its ideas, nor its activities are endorsed by the University of Florida.

- F. Minor:** An unmarried person under the age of 18 who has not been emancipated by order of the court. This term excludes unmarried persons under the age of 18 who are matriculated University students.
- G. Non-UF Youth Activity:** Activities or events involving Minors occurring on University Property that are not hosted, operated, conducted, sponsored, or organized by the University, a DSO, or an Affiliate Entity. In general, such activities are conducted by third parties, including registered student organizations.
- H. One-on-One Interactions:** Any intentional or purposeful interaction when one individual to whom this policy applies is alone with a Minor. One-on-One Interactions could occur in-person or virtually, regardless of whether they take place before, during, after, or while transporting to or from a UF Youth Activity.
- I. Summer:** The Summer timeframe is the same as that established by the local school district for the geographical location where the activity with Minors will take place.
- J. UF Youth Activity:** In-person, virtual, or hybrid activities or events involving Minors occurring on or off University Property that are hosted, operated, conducted, sponsored, or organized by the University, a DSO, or an Affiliate Entity.
- K. University Property:** All real property owned or controlled by the University of Florida. This includes real property owned or controlled by Direct Support Organizations and University Affiliate Entities.
- L. University Sponsored Student Organization:** USSOs are extensions of the University that serve the University's mission. USSOs' mission and purpose are established by the University and the USSOs operate within the scope and function of a University unit. As such, its functions are governed by and under the jurisdiction of internal University policies, standards, and business practices.
- M. Volunteer:** Any person who, of his or her own free will, provides services to the University, a DSO, or an Affiliate Entity with no monetary or material compensation, on a continuous, occasional, or one-time basis.

#### **IV. Policy Statement**

The University is committed to providing a safe environment for Minors on University Property or participating in its programs and to complying with Florida laws and regulations governing interactions with Minors. To that end, this policy establishes requirements for pre-activity registration and review, training, background screening, and parental consent, as well as conditions for supervision during activities with Minors and mandatory reporting obligations.

##### **A. Youth Activity Types**

1. The requirements that apply to a given UF Youth Activity or Non-UF Youth Activity depend on the type of activity involved and the individual or entity who exercises Care, Custody, or Control. While not exhaustive, the below list of common activity types provides descriptions for the activity type and indicates the applicable requirements, which are described more fully in section IV.B. of this policy.

2. Individuals hosting, operating, conducting, sponsoring, or organizing a UF or Non-UF Youth Activity must determine the appropriate activity type and are responsible for ensuring all applicable requirements are met.
3. For guidance on activity types not included in this policy, contact UF Compliance and Ethics.
4. UF Youth Activities include:
  - a. General Activity Involving Minors: recreational, educational, and other enrichment events involving Minors that are hosted, operated, conducted, sponsored, or organized by the University, its DSOs, or its Affiliate Entities outside of the Summer timeframe. These activities also include after school programming for K-12 students.
  - b. Campus Tours: a guided tour of any building or space on University Property that is hosted by the University, its DSOs, or its Affiliate Entities. Generally, parents, guardians, teachers, or chaperones will provide Care, Custody, or Control of Minors during campus tours. Refer to the chart in section IV.C. of this policy for requirements that apply when Care, Custody, or Control of Minors is provided by either University or non-University personnel.
  - c. Field Trips: a visit to any building or space on University Property made by K-12 students alongside teachers for educational enrichment. Generally, parents, guardians, teachers, or chaperones will provide Care, Custody, or Control of Minors during field trips. Refer to the chart in section IV.C. of this policy for requirements that apply when Care, Custody, or Control of Minors is provided by either University or non-University personnel.
  - d. Summer Camp: Summer camps are classified into two categories, day camps and 24-hour camps. *Summer day camps* are recreational, educational, and other enrichment programs for Minors operated during Summer. *Summer 24-hour camps* (overnight) are recreational, educational, and other enrichment programs for Minors operated on a 24-hour basis during Summer.
  - e. University Sponsored Student Organization Activities: Any activity for Minors that is hosted, operated, conducted, sponsored, or organized by an USSO.
  - f. Minors in Laboratories: Any activity that involves Minors volunteering, observing, or participating in actions taking place within a laboratory on UF Property. All non-UF individuals, including Minors, must adhere to requirements provided by UF Environmental Health and Safety. Refer to the [Minors and Visitors in the Lab](#) website for additional guidance.

5. Non-UF Youth Activities include:

- a. Third-Party Activities on UF Property: Any activity involving Minors on University Property that is hosted, operated, conducted, sponsored, or organized by groups or individuals not affiliated with the University, its DSOs, or its Affiliate Entities.
- b. Community Outreach/Engagement: Occurs when University, DSO, or Affiliate Entity faculty, staff, or students participate in activities involving Minors that are hosted, operated, conducted, sponsored, or organized by a third-party and the activity does not take place on University Property.
- c. General Registered Student Organization Activities: Any activity for Minors that is hosted, operated, conducted, sponsored, or organized by a GRSSO on University Property.

**B. Youth Activity Requirements**

1. Supervision

- a. Activities where the University, its DSOs, or Affiliate Entities provide Care, Custody, or Control of Minors:
  - i. One-on-One Interactions are prohibited.
  - ii. Individuals providing Care, Custody, or Control of Minors must ensure minimum staff-to-Minor ratios are established and followed. The Assistant Director for Youth Compliance, or designee, determines minimum staff-to-Minor ratios based on industry guidance, considering the number and age of Minors, the location of the activity, the risks associated with the activity, whether housing or travel is involved, and the age and experience of the individuals providing Care, Custody, or Control of Minors. Refer to the [Youth Compliance website](#) or contact UF Compliance and Ethics for further guidance.
  - iii. Individuals providing Care, Custody, or Control of Minors must establish standard procedures for drop-off and pick-up of Minors that ensures safety and security of the Minors.
- b. Activities where third-parties or GRSSOs provide Care, Custody, or Control of Minors:
  - i. One-on-One Interactions are prohibited.
  - ii. Individuals providing Care, Custody, or Control of Minors must be present throughout the entire activity.
  - iii. The University recommends third parties follow established industry standards and best practices regarding minimum supervision ratios, safety, and security of Minors throughout the entire activity.

## 2. Registration

- a. All UF Youth Activities, except those where third parties exercise Care, Custody, or Control of Minors throughout the activity, must be registered with UF Compliance and Ethics.
- b. Prior to submitting an activity for registration, the individual responsible for the activity must have approval for the activity from the applicable supervisor, dean, or director.
- c. Day activities must be registered at least thirty (30) days prior to the start of the UF Youth Activity.
- d. Overnight (24-hour) activities must be registered at least sixty (60) days prior to the start of the UF Youth Activity.

## 3. Training

- a. All University, DSO, or Affiliate Entity personnel—including faculty, staff, students, and Volunteers—who will have contact with Minors during a UF or Non-UF Youth Activity must complete the University’s youth protection training (YSC800) prior to participating in the activity and annually thereafter, for the duration of the participation in the activity.
- b. The University, DSO, or Affiliate Entity individual responsible for managing the activity must ensure that all personnel have successfully completed the youth protection training prior to engaging with Minors and must retain verification of such completion for two years after the activity.

## 4. Background Screening

- a. All University, DSO, or Affiliate Entity personnel—including faculty, staff, students, and Volunteers—who will engage with Minors during a UF Youth Activity must undergo background screening prior to participating in the activity.
- b. UF Human Resources, in consultation with UF Compliance and Ethics, will determine the appropriate level of screening needed based upon the type of activity.
- c. To initiate background screening, complete UF Human Resources’ Background Screening Request Form for Youth Camps and Activities.

## 5. Parental Consent/Liability Waivers

- a. For each Minor participating in a UF or Non-UF Youth Activity, the parent or legal guardian must complete a Parent Consent/Liability Waiver.

- b. Pre-approved template forms are available on the UF Compliance and Ethics website. If a UF individual or group does not use the pre-approved template, the individual or group must have its form approved by the University's Office of General Counsel prior to using the form.
  - c. The individual or group responsible for the activity must maintain the Parental Consent/Liability Waiver forms for five (5) years from the activity's end date.
6. Mandatory Child Abuse, Abandonment, or Neglect Reporting
- a. Pursuant to Florida Statute 39.201 and this policy, any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare must report such abuse, abandonment, or neglect to the Florida Department of Children and Family Services (DCF) and UF Compliance and Ethics. This reporting requirement applies to all University, DSO, or Affiliate Entity faculty, staff, students, and Volunteers regardless of their participation in a UF or Non-UF Youth Activity.
  - b. Pursuant to Board of Governors Regulation 3.002 and this policy, each University Administrator who receives information from faculty, staff or other employees of known or suspected child abuse, abandonment, or neglect committed on University Property or during an event or function sponsored by the University is required to report such information to the Florida DCF and UF Compliance and Ethics.
  - c. Pursuant to Board of Governors Regulation 3.002 and this policy, when the University Police Department receives information of known or suspected child abuse, abandonment, or neglect committed on University Property or during an event or function sponsored by the university, the Chief of Police is required to report such information to the Florida DCF and UF Compliance and Ethics.
  - d. Reporting Procedure for DCF Reporting.
    - i. In the event of an emergency or if you see a crime in progress, contact the University of Florida Police Department at 352-392-1111 or 911 if located off campus.
    - ii. Immediately report the abuse to the DCF via one of the following methods:
      1. Telephone: 1-800-962- 2873 (24-hour hotline)
      2. Fax: 1-800-914-0004
      3. TTY: 1-800-955-8771 or 711 (Florida Relay)
      4. [Online Report](#) (provide valid email address to DCF if online report is submitted)
  - e. Reporting Procedure for UF Compliance and Ethics Reporting:

i. After the report is made to DCF, notify your University supervisor and submit an incident report to UF Compliance and Ethics via one of the following methods:

1. Telephone: (352) 294-8720
2. Email: youth-compliance@ufl.edu

**C. Activity Type and Requirements Chart**

<b>Activity Type</b>	<b>UF or Non-UF Youth Activity</b>	<b>Care, Custody, or Control Provided By</b>	<b>Requirements</b>
General Activity Involving Minors	UF Youth Activity	University, DSO, or Affiliate Entity	<ul style="list-style-type: none"> <li>• Registration</li> <li>• Training</li> <li>• Background Screening</li> <li>• Parental Consent/Liability Waiver</li> <li>• Mandatory Reporting</li> </ul>
Campus Tours or Field Trips	UF Youth Activity	University, DSO, or Affiliate Entity	<ul style="list-style-type: none"> <li>• Registration</li> <li>• Training</li> <li>• Background Screening</li> <li>• Parental Consent/Liability Waiver</li> <li>• Mandatory Reporting</li> </ul>
Campus Tours or Field Trips	UF Youth Activity	Parents, Guardians, Teachers, Chaperones	<ul style="list-style-type: none"> <li>• Training (for UF Personnel)</li> <li>• Parental Consent/Liability Waiver</li> <li>• Mandatory Reporting</li> </ul>
Summer Camp	UF Youth Activity	University, DSO, or Affiliate Entity	<ul style="list-style-type: none"> <li>• Registration</li> <li>• Training</li> <li>• Background Screening</li> <li>• Parental Consent/Liability Waiver</li> <li>• Mandatory Reporting</li> </ul>
University Sponsored Student Organization Activities	UF Youth Activity	University/USSO	<ul style="list-style-type: none"> <li>• Prior approval by UF unit overseeing USSO</li> <li>• Follow requirements for appropriate activity type</li> </ul>

Activity Type	UF or Non-UF Youth Activity	Care, Custody, or Control Provided By	Requirements
Minors in Laboratories	UF Youth Activity	University, DSO, or Affiliate Entity	<ul style="list-style-type: none"> <li>• Registration</li> <li>• Training</li> <li>• Background Screening</li> <li>• Parental Consent/Liability Waiver</li> <li>• Mandatory Reporting</li> <li>• Minors in Labs Registration Form</li> </ul>
Minors in Laboratories	UF Youth Activity	Parents, Guardians, Teachers, Chaperones	<ul style="list-style-type: none"> <li>• Registration</li> <li>• Training (for UF Personnel)</li> <li>• Parental Consent/Liability Waiver</li> <li>• Mandatory Reporting</li> <li>• Minors in Labs Registration Form</li> </ul>
Third-Party Activities on UF Property	Non-UF Youth Activity	Third-Parties	<ul style="list-style-type: none"> <li>• Use of Space Agreement</li> <li>• Events with Minor Participants Addendum</li> <li>• Mandatory Reporting</li> </ul>
Community Outreach/Engagement	Non-UF Youth Activity	Third-Parties	<ul style="list-style-type: none"> <li>• Training</li> <li>• Mandatory Reporting</li> </ul>
General Registered Student Organization Activities	Non-UF Youth Activity	GRSO Members or Other Third-Parties	<ul style="list-style-type: none"> <li>• Use of Space Agreement</li> <li>• Events with Minor Participants Addendum</li> <li>• Mandatory Reporting</li> </ul>

**D. Exemptions from Youth Compliance Requirements**

The following types of events are exempt from Youth Compliance supervision, registration, training, background screening, and parental consent/liability waivers requirements outlined in this policy. However, mandatory child abuse, abandonment, and neglect reporting procedures still apply.

1. Activities involving persons under the age of 18 who are enrolled in the University for academic credit or have been accepted for enrollment.
2. Activities or events on University Property open to the public, which Minors attend with their parent, guardian, teacher, instructor, or other caregiver.

3. Healthcare services given to Minors in an in-patient or out-patient setting in UF-affiliated patient care hospitals, clinics, or facilities.
4. Activities involving Minors working for the University as employees.
5. Non-UF Youth Activities on University Property with Use of Space Agreement and Events with Minor Participants Addendum.
6. Activities involving Minors at P.K. Yonge Development Research School (P.K. Yonge) and Baby Gator Child Development and Research Center (Baby Gator) that are within the scope of required accreditation and licensing regulations. P.K. Yonge and Baby Gator must comply with all state laws, accreditation, and licensing requirements. Upon request from UF Compliance and Ethics, P.K. Yonge and Baby Gator must provide information to UF Compliance and Ethics related to compliance with state laws, regulations, and UF policies.

#### **V. References and Related Information**

- Florida Statutes section 39.201, section 409.175, and chapter 435
- Board of Governors Regulation 3.002
- UF Criminal Background Screening Policy
- UF Registered Student Organization Classification and Officer Eligibility Policy
- UF Volunteer Policy
- UF Background Screening Request Form for Youth Camps and Activities

*History: New 5-15-2023*