

Annex K About Training Requirements

All authorized adults and Youth Program Staff are required to be trained on policies and issues related to minor safety and security:

1. **Protection of Minors (Mandatory Reporting)** – Training will include such topics as Sexual and other unlawful harassment and detecting and reporting abuse.
 2. Online training is required for new and current ODU employees and volunteers each academic year pursuant to the Old Dominion University Policy 3014. Evidence of completion should be maintained by the Youth Program Director.
 3. Employee can take the online training available through the Office of Risk Management SafeColleges portal. Call x4009 or email Youthprogramreg@odu.edu to schedule training.
 4. Authorized adults who are not ODU employees or volunteers must complete the training online via the [Office of Risk Management Youth Programs website](#). Evidence of completion should be maintained by the Youth Program Director and maintained for at least 1 year after the event in the event of a claim from a participant.
5. **Emergency Protocols** – Training will include such topics as first aid, CPR and medication management.
6. **Camp/Youth Program Information** – Training will include such topics as participant conduct management and disciplinary procedures, adult code of conduct and disciplinary procedures and review of the safety and security plan.

Best Practices for Authorized Adults with Direct Contact with Minors

- The program administrator should always have a detailed itinerary of the program to include times and locations.
- Clearly identify program staff at events for minors with an ID band, staff and shirt, etc.
- Avoid situations in which you are alone with a minor. Two adults should be present whenever possible.
- If circumstances present that you are alone with a minor, leave the door to the room open in which you are with the minor. Inform another adult about the meeting and the time and location of the meeting.
- Minors must be accompanied at all times and/or paired with another minor participant for purposes of going from one location to another, i.e., restroom.
- If it is necessary to accompany a single minor to the restroom, first check the restroom to ensure it is safe for the minor to use, then exit the restroom and ensure that the minor uses the restroom alone.
- There should never be any showering, massage, horseplay, undressing, alcohol, drugs, profanity, or sexual jokes and innuendos around minors.
- Do not transport a minor alone. When traveling away from the University for a University program, a parent or legal guardian, or another adult travels in the group.
- Do not lock doors from the inside when with a minor unless it is an emergency.
- Do not date a minor.
- Do not take a photo of a minor on your personal cell phone or camera.
- Do not have contact with a minor outside of the program or event.
- Do not cover windows into your office or classroom. Allow visibility of the minor.
- Male and female minors are never assigned to sleep in the same room overnight unless accompanied by the parent or legal guardian.
- Separate shower facilities and/or schedules should occur for adults, male minors, and female minors. The minors should be grouped with similar aged minors for this activity. **Adults and minors should never use the same bathing facilities simultaneously.**
- Respect personal boundaries.