

CBC YOUTH PROGRAMS QUICK REFERENCE CHECKLIST

Youth Program Name

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This checklist is a quick reference tool to assist the CBC Host in ensuring that the Youth Program complies with the CBC Youth Programs Policy and Standards for Interacting with Youth in CBC Youth Programs.

- Facility Use Request for Youth Program** – Complete a facility use request at least 5 business days prior to the Youth Program start date indicating that the program or activity is created for, or directed at Youth as the primary participants or audience. Facility use requests for CBC-hosted events are submitted by the CBC Host using [25Live](#).
- Background Checks** – Confirm that all CBC Youth Program Personnel who may have unsupervised access to Youth, such as those responsible for supervision, custodial care, chaperoning or caregiving, have successfully completed a nationwide background check prior to any interaction with Youth. Contact the Human Resources Office at least 5 business days prior to the program start date for assistance.
- Required Training** – Confirm that prior to any interaction with Youth, all CBC Youth Program Personnel who may interact with Youth have completed the *Promoting Safe Interactions with Youth* training within the last 12 months. Additional training may be required by your program to provide safe and developmentally appropriate activities. Contact the Human Resources Office at least 5 business days prior to the program start date for assistance.
- Standards for Interacting with Youth** – Confirm that all Youth Program Personnel are aware of the Youth Programs Policy, and have reviewed and signed the Standards for Interacting with Youth.
- Reporting** – Ensure that all Youth Program Personnel are aware of their responsibility to report suspected child abuse or neglect to the College’s Vice President for Human Resources & Legal Affairs & Title IX/EEO Coordinator and Campus Security. This includes behaviors of concern as described in the Youth Programs Policy and [Mandatory Reporting of Child Abuse Policy](#), as appropriate. **If the safety of a child is of immediate concern, call law enforcement for immediate intervention and contact your supervisor immediately after contacting the police. 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 at (509) 542-4819 (Pasco Campus) or (509) 539-8167 (Richland Campus).**

- **Safe Environments & Emergency Planning** – Utilize the College’s Youth Programs Safety Guide and adhere to all state and federal workplace and environmental safety regulations and recommendations. Familiarize Youth Program Personnel with the appropriate emergency and safety plans for the Youth Program location.

- **Program Registration Records** – Maintain the privacy of personal information which may be included in program registration records such as Acknowledgement of Risk and Consent for Treatment forms, and other registration documentation submitted by Youth. Provide proper notice and obtain consent for any use of personal data.