



YOUTH PROGRAMS POLICY

General

Policy Number: 1040

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, which are essential in supporting youth development by providing the caring connections to inspire and educate youth.

This policy provides for consistent standards to improve the safety and protection of youth in CBC-run or affiliated programs involving 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 Policy or Children in the Workplace Policy](#).

2.0 AUTHORITY & SCOPE

2.1 Authority: [RCW 28B.50.140](#)

2.2 Scope:

- 2.2.1** Any CBC youth program personnel, including faculty, staff, student employees, students or volunteers, who during the course and scope of their duties or while acting at the direction of the College, supervise, chaperone, act as a caregiver for, or may otherwise have unsupervised access to youth in CBC programs, events, or activities.
- 2.2.2** All CBC-run or affiliated programs, events or activities created for or directed at non-enrolled youth participants or audiences.
- 2.2.3** 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/meeting request through 25Live 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. Individuals who may have unsupervised access to youth are required to pass a criminal background check prior to working with any youth. 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 is 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 audience, operated or sponsored (e.g., using CBC branding, funding).

3.5 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, including, but not limited to the Washington State Law Against Discrimination, (Chapter 49.60 RCW) and their implementing regulations, Abuse of Children, (Chapter 26.44 RCW), Washington Criminal Code, (Title 9A RCW), Washington State Patrol Background Checks, (RCW 43.43.830) 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 Age Discrimination Act of 1975, 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 or activity:

4.1 Requests for Use of CBC Facilities

4.1.1 Facility use requests for youth programs will include information related to the minimum requirements for youth programs under this Policy.

4.1.2 Prior to using CBC facilities, the CBC Host or non-CBC organization will be required to confirm that the program will meet or exceed equivalent minimum requirements for youth programs under this Policy.

4.2 Background Check

4.2.1 CBC youth program personnel who may have unsupervised access to youth as defined in Section 3.2 must successfully complete a nationwide background check prior to interacting with youth in youth programs. CBC youth program personnel background checks 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 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 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 while the charges are pending.
- 4.2.5 All background screening records 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 program personnel must notify the Deputy Title IX/EEO Coordinator or the CBC Host 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.
- 4.4.2 Upon receiving such notice, the CBC Host will notify the Deputy Title IX/EEO Coordinator. The Deputy Title IX/EEO Coordinator, in conjunction with the Vice President for Human Resources & Legal Affairs, will evaluate appropriate next steps consistent with applicable CBC policies and laws.
- 4.4.3 Violation of this Policy may result in disciplinary action, up to and including, dismissal of a student, or termination of employment, or volunteering opportunities.
- 4.4.4 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 & RESOURCES

- 5.1** [CBC Youth Programs Handbook](#)
- 5.2** [Standards for Interacting with Youth](#)
- 5.3** [Quick Reference Guide for CBC Youth Programs](#)
- 5.4** [Youth Programs Safety Guide](#)
- 5.5** [Promoting Safe Interactions with Youth Training](#)
- 5.6** [CDC Factsheet – Preventing Child Sexual Abuse](#)
- 5.7** [CBC’s Environmental Safety & Health](#)
- 5.8** [Campus Accident Report Form](#)
- 5.9** [CBC Emergency Preparedness Plan](#)

6.0 HISTORY & POLICY CONTACT

- 6.1 Originated:** N/A
- 6.2 Revised:** N/A.
- 6.3 Proposal Date:** 05/27/2021
- 6.4 Promulgation Date:** 06/23/2021
- 6.5 Policy Review:** 06/17/2022
- 6.6 Responsible Administrator:** Vice President for Human Resources & Legal Affairs,
Title IX/EEO Coordinator