



Youth Protection Policy

Frequently Asked Questions

General

1. Who is a youth? Specific age? What about 4-Hers who are over 18?
According to Nebraska statute 43-2101, persons under nineteen years of age are declared minors. Therefore all enrolled 4-H'ers are considered youth under the Youth Protection Policy.
2. What is our youth protection training protocol? Scouts and some schools have formal training either via video or online training that is required before staff and volunteers interact with youth.
This is up to the unit. A training plan for volunteers is being developed.
3. Some youth activity permission forms grant permission for photos to be taken at events. This “permission” seems to conflict with the protection policy.
If they sign the photo release form you can use the photo. Parent permission for the event is not required. The university policy requires parental permission for any photo that identifies a youth and is going to be used for marketing or social media.

Sex Offender Registry

1. How do you determine who has to be checked using the Sex Offender Registry and who needs to be checked with a Criminal History Background Check and who doesn't need to be checked? For the purpose of the Youth Protection Policy, we are only concerned with the Sex Offender Registry.
 - a. *Guest presenters when UNL faculty is present that have completed/passed a criminal history background check? Yes – All guest presenters need to be checked through the Sex Offender Registry – state and national. This is a web-based search that can be done by faculty or staff they designate.*
 - b. *Guest presenters when no UNL faculty is present in the room/location? Yes, same as above.*
 - c. *Personnel at locations where educational programs are held– Midland, Wayne State, Peru, fairgrounds (Mobile Beef Lab all day at the fairgrounds). No – This would not be required as these individuals (support staff, coaches, custodial, faculty, etc.) are the responsibility of their employer, UNLESS they are presenters then it is the same as above.*



d. Will we check all UNL faculty/staff?

No. You do not need to check any UNL faculty or staff against the Sex Offender Registry as this has already been done by campus police and will be done yearly by them. NOTE: County paid employees have not been checked by UNL and are a part of Extension programming. Do we need to do something differently? No.

2. When housed in a building with partners (i.e. Lifelong Learning Center in Norfolk), do we need to check employees such as janitors on the sex offender registry. They are employed by Northeast Community College.

No, they are the responsibility of their own employer.

3. How soon can we check the sex offender registry? (90 days, 60 days, 30 days). If a volunteer is checked once a year is that enough?

Volunteers needed to be checked once annually. A log will be kept updated in each office.

4. In the cases of county fair judges, can we use the current judges list and have someone check the registry and then have a column to check on the judges list that they have cleared the screening.

Is there a privacy issue?

State 4-H Office will check those on the Judges List that is on the 4-H website.

5. Is there a method where we can have a centralized list of people who have cleared the sex offender list so neighboring offices are not double checking the same people?

While possible, this may or may not save time as you still would have to check the list.

6. Who will keep the lists of cleared volunteers? County? District? State?

All volunteers registered with the 4-H program will go through the HHS check as in the past. These documents will be housed on campus. Counties will keep lists of one time or episodic volunteers.

7. Can the local sheriff release names of sexual offenders in the county?

There is public access to the sex offender list. The sheriff should be able to help you if there is an incident with a perpetrator at your events.



Know how. Know now.

8. If there is a known sex offender helping with 4-H events uninvited, how do we have them not work with children in the barns
Contact the sheriff. The person may be in violation of their parole. Document and follow the sheriff's guidelines in dealing with the situation. For more specific questions or situations, contact the State 4-H Program Administrator.
9. How do we handle minors who are 4-H members that are convicted sexual offenders?
I've asked the Police chief to give me an answer.
10. How do you handle it if someone is listed on the sex offender registry? If they are at a public event hosted by 4-H (like a fair), what do we do?
If someone listed on the sex offender registry they will be not be allowed to volunteer at 4-H activities. If they are at a public event among youth, contact the sheriff and follow that directive. You will have access to a letter from the 4-H Program Administrator that you can use to dismiss the volunteer.

It is critical to check the registry before asking someone to volunteer.
11. Sometimes technicians or support staff teaches youth at R & E centers – often in labs, arboretums and field settings. During the hiring process a criminal history background check or self-disclosure might reveal drug, assault or other convictions. Can we refuse to hire these individuals?
Convictions can be a reason to not employ an individual that may work with youth. Volunteering is a privilege and not a right; therefore, any volunteer can be asked not to work with youth.
12. County extension offices house a mix of UNL and County paid employees. County employees may include Extension Assistants, support staff or custodians. These individuals have opportunity to interact with youth at the office and youth events. Should/Can UNL conduct criminal history background checks on these individuals? How do we handle this with our County partner when convictions relevant to youth safety are discovered?
We can request this from UNL, but there will be a charge for it, and is the contact incidental or part of the program? I think this is the same as our policy related to other venues such as colleges, etc.



Vehicle Travel

1. If a volunteer is transporting youth for a UNL activity do they have to have a driver's license check and proof of insurance?
They need two checks:
 - a. *Must have a valid driver's license. A copy of their valid driver's license suffices. They do not need a UNL driver's license check.*
 - b. *Must be checked on the Sex Offender online registry.*
 - c. *Do not need proof of insurance.*
2. If the university is reimbursing the volunteer (either for costs or an honorarium – do they need to be checked for both driver's license check and a criminal history background check or sex offender registry?
 - a. *Must have a valid driver's license. They do not need a UNL driver's license check. A copy of their valid driver's license suffices.*
 - b. *Must be checked on the Sex Offender online registry.*
3. Do we have to keep a copy of a volunteer's driver's license if they are providing transportation for a UNL event? Can we just visually check driver's license or do we have to work through sheriff's department?
No – you just need to document that you have seen the license. There is a column to record this on the Sex Offender template.
4. If a parent gives written permission to transport a child one-to-one does that override University policy?
No. Youth workers should not be on a one-to-one basis when traveling.
5. When does our employment end? What if an UNL employee is transporting youth outside of work, but they are 4-H members
If you are working on behalf of UNL as an Extension staff member, all rules apply. If you are acting as a parent/volunteer for another organization/neighbor/etc. the rules are still good practice, but not critical.
6. When does the UNL Policy supersede a family relationship? For example, an educator's grandsons are involved in our program. If she were to bring one of them to a 4-H event where she will be working is that okay. Or is this a violation of the one-to-one policy because she is coming to at 4-H event.

A staff person can transport their own family member to a 4-H event without restrictions. If you are traveling with an unrelated child you need to avoid the one-to-one situation.



First Aid/CPR

Know how. Know **now**.

1. Does the first aid plan need to be distributed to participants and their parents/guardians? *No*
2. What criteria should be included in a proper first aid plan?
You should have a plan for medical emergencies and workers should know the plan.
3. Do volunteers need to be CPR trained to transport youth?
This is not a requirement. They must have a plan for medical emergencies.
4. How will you know who is trained at events? i.e. PASE
As event directors, you will need to determine that you have someone working the event that is First Aid/CPR certified.

4-H Clubs/Events

1. If a 4-H club is meeting on University facilities, do they need to provide insurance?
No, they are part of the University.
 - a. Do club leaders need to be first aid/CPR trained?
We do not require that you are trained. We want to make sure everyone has a plan
 - b. How do we handle drop in volunteers?
Assign them jobs where they are never alone with youth.
 - c. How do we handle parents?
They will not be screened.
2. How do we determine what is an “event”.
It is an UNL event when UNL resources are used to plan, organize, promote or run the activity.
3. Are any of these dependent on who is hosting the event? Fair is essentially hosted by fair board; do all the bullets still have to be in effect?
Any event 4-H plans must comply with the Youth Safety Policy. For example, a fair event that 4-H plans, organizes and hosts must comply with the policy. If it is not a 4-H fair event properly announce and advertise the hosting organization. (For example the Peewee Showmanship contest is sponsored by the Ag Society.)

