

WASHINGTON UNIVERSITY IN ST. LOUIS

PROTOCOLS AND PROCEDURES FOR BRINGING COMMUNITY YOUTH TO CAMPUS

Washington University is committed to providing opportunities for young people within the St. Louis community to visit the University's campus for educational programs and special events. To ensure the safety and well-being of both our young guests and the University community, University programs, organizations, departments or other entities (hereinafter collectively referred to as "University Entities") seeking to bring young people to campus should adhere to the following protocols.

Please remember that planning any event on campus requires consultation with many University departments, and that you are responsible for following all University protocols and policies in organizing your campus visit.

- University Entities sponsoring visits by community youth must ensure that young visitors to the University are properly supervised while on campus. At all times during activities involving minor children, there should be no less than one supervisor per fifteen participants (with an ideal ratio being one adult to ten participants) to provide supervision. Appropriate supervisors include representatives from the sponsoring University Entity, Washington University students who are 18 years of age or older, and/or representatives from the relevant community organization.
- University Entities must identify the designated areas of campus to which community youth will have access, and clearly communicate those areas to young visitors. In addition, University Entities must advise participants that their access to campus is limited to the particular event to which they have been invited.
- Activities involving one-on-one interaction between University volunteers and community youth should utilize public environments such as Olin Library or the Danforth University Center, rather than isolated locations. No such activities may occur in University residence halls, unless expressly authorized as part of a residential camp or program.
- All young people visiting the campus as part of a University-sponsored program or event should be provided with and instructed to wear information tags identifying the individual's name, the program or event with which they are associated, the dates of that program, and contact information for the University representative(s) responsible for that program. We recommend caution if you choose to display the child's name on the information tag.
- University Entities must designate a specific campus location for young participants to be dropped off and picked up, and communicate that location to the parents/guardians of the

participants or the program coordinator. The location should be appropriately staffed to ensure proper supervision.

- University Entities must educate student volunteers about the risks and responsibilities of interacting with minors on campus. All members of the University community participating in such programs must sign and adhere to the Standards of Conduct for Hosts of Community Youth.
- Transportation of minors in private vehicles by members of the University community is prohibited. Vehicles associated with the WeCar program are considered private vehicles unless they are reserved using a University account.
- University Entities are responsible for ensuring that their community partners obtain and maintain current medical and emergency contact information on each minor participant. Likewise, University Entities are responsible for ensuring that each program participant is authorized by his/her parent or guardian to engage in program activities via a valid waiver/release. Like the emergency contact and medical information, the waiver/release for each participant must be kept on file by the community partner.
- Invitees are subject to Washington University policies and guidelines while on campus. Individuals who display inappropriate behavior will not be welcomed back to campus.
- In the event that the guidelines and/or conduct requirements of the relevant community partner differ from those set forth herein, the more restrictive guidelines and conduct requirements shall be followed.
- University Entities sponsoring visits to campus by minor children should submit a plan to the Community Service Office in advance of any program or event, outlining the manner in which they will adhere to these protocols.