



## YOUTH PROGRAM SITE VISIT PROTOCOL

### PURPOSE

The following protocol is to be used for official notice and documentation of mandatory site visits which are conducted by the Office of Institutional Equity (OIE) to effectuate the university [Youth Activities and Programs Policy](#).

### SCOPE

The university's Youth Activities and Programs policy gives OIE the authority to conduct site visits to evaluate compliance with the associated policy requirements. Based on site visit results, OIE has the authority to direct the program to remedy identified concerns to meet requirements of and operate in alignment with the Youth Activities and Programs policy and other applicable requirements.

- A site visit may be initiated by:
  - Regularly/routinely scheduled compliance checks
  - Report received by OIE
  - Data review
  - Identified trends or observable behaviors
  - The request of a university employee or volunteer, upon review and consideration by the Director of Youth Protection

### PROCEDURES

1. Notification
  - a. Notification of a site visit for a youth activity or program will be sent to the registered program administrator, and their manager.
  - b. The site visit evaluation criteria, along with specific compliance guidance will be provided to the program administrator at least one calendar week prior to a scheduled visit, or 24 hours prior to a requested or urgent visit if possible.
2. Site Visit Operations
  - a. OIE will determine site visit date, duration, and location, typically in consultation with the program administrator. Although OIE does typically consult with the program administrator to schedule a site visit, please note that OIE reserves the right to conduct a site visit at any time
  - b. During the site visit, the Director of Youth Protection or designee will evaluate the program based on the [established evaluation criteria](#), including evaluation of:
    - Program Administration
    - Program Personnel
    - Abuse & Neglect Reporting



### 3. PROGRAM PARTICIPATION

- a. A written notice will specify the individuals and/or groups of individuals required to participate in the site visit.
- b. Site visit participants are required to attend and participate for full time identified by OIE, unless prior approval is granted by OIE.
- c. Program administrators should be prepared to share the following documents on-site with OIE personnel upon request:
  - Personnel rosters
  - Program schedules
  - Previous records of incident reporting, if applicable
  - Copies of any regulatory reports (e.g., Ohio Department of Job and Family Services inspection reports for childcare facilities)

### 4. VISIT FINDINGS

- a. A completed visit summary will be emailed to the program administrator within ten business days following the onsite visit.
- b. Conditions found to present possible harm to program participants or personnel will be communicated to the program administrator before the visit ends. In some cases, these findings may lead to immediate directives to alter or cease program operations.
- c. If immediate directives are made, the OHR business partner and unit leader will be notified as soon as possible.
- d. Individuals violating the [Youth Activities & Programs policy](#) will be held accountable for their actions. Such accountability may include but is not limited to:
  1. Volunteers are subject to reprimand or loss of volunteer status.
  2. Students are subject to the Code of Student Conduct.
  3. Faculty, staff, student employees, and graduate associates are subject to corrective action, up to and including termination, in accordance with applicable university policies or rules.
- e. Programs or program administrators found to be noncompliant with policy requirements may be directed to alter or cancel program operations or be given a remediation period to become compliant.
- f. Within 4 calendar weeks of the in-person site visit, the program will be provided with the full site visit findings, which will include individual criteria ratings, overall category ratings and a visit summary. The Full findings will also be shared with the program administrator's supervisor and unit leadership.
- f. Possible violations of the Youth Activities and Programs policy (or other university policies) will be reported to OIE or another appropriate university office.



**FAILURE TO COMPLY**

1. Pursuant to the Youth Activities and Programs policy, units and individuals must participate in onsite or virtual visits as required. Failure to respond to a request to schedule a site visit within five business days of notice will result in a referral to the unit leader, OHR business partner, the Provost, and/or OSUWMC Chief Administrative Officer. Employees or volunteers who fail to participate or otherwise comply with the Youth Activities and Programs policy may be subject to corrective action/accountability as provided by university policy.
2. Continued failure to comply with site visit requirements or directives issued to meet policy compliance may result in cancellation or alteration of the program or activity.