

Youth Protection Site Visit | Program Personnel

PP-1. Program Personnel- Background Check Completion: Have those designated as having care, custody and control of minors completed the background check according to the OSU YA&P policy and background check policy?

Guidance: Any program personnel who is likely to have responsibility for the care, custody, or control of a youth as part of the youth activity or program must have an Ohio Bureau of Criminal Investigation (BCI) fingerprint background check completed before the youth activity or program begins. Additional background check requirements can be found in section III of the [Youth Activities & Programs policy](#).

Testing: Review background check completion on the "Staff" tab of the YA&P [registration site](#).

PP-2. Program Personnel- Background Checks Spot Check: Have those with care, custody and control of minors completed the background check according to the OSU YA&P policy and background check policy?

Guidance: Any program personnel who is likely to have responsibility for the care, custody, or control of a youth as part of the youth activity or program must have an Ohio Bureau of Criminal Investigation (BCI) fingerprint background check completed before the youth activity or program begins. Additional background check requirements can be found in section III of the [Youth Activities & Programs policy](#).

Testing: Spot-check program roster to verify that only those cleared through the BCI background check process are those responsible for care, custody and control of minors onsite.

PP-3. Program Personnel- CCC Training: Have those with care, custody and control of minors completed the annual training according to the YAP policy?

Guidance: Any program personnel who is likely to have responsibility for the care, custody, or control of a youth as part of the youth activity or program must complete the [Youth Protection Training](#) on an annual basis according to section IV of the [Youth Activities & Programs policy](#).

Testing: Review background check completion on the "Staff" tab of the YA&P registration site.

PP-4. Program Personnel- Non CCC Training: Have those without care, custody and control of minors completed the non-ccc training?

Guidance: Any program personnel without care, custody and control is required to review the non-care, custody & control document.

Testing: Discuss with program administrator & personnel.

PP-5 Program Personnel- Training Content: Are program personnel aware of core training concepts (signs of abuse, how to report, 1:1 prohibition, etc.)

Guidance: Program personnel should demonstrate retention of core elements of the CCC Youth Protection training concepts.

Testing: Review [Standards of Behavior](#) completion on the "Staff" tab of the YA&P registration site.

PP-6 Program Personnel- Standards of Behavior: Have staff completed the required standards of behavior form?

Guidance: All program personnel are required to sign and abide by the [Standards of Behavior](#) for Employees/Volunteers or an alternative equivalent document that includes all components of the Standards of Behavior and is preapproved by the Director of Youth Protection.

Testing: Review Standards of Behavior completion on the "Staff" tab of the YA&P registration site.

PP-7 Program Personnel- Voluntary Self-Disclosure: Are program personnel aware of the requirement to self-disclose?

Guidance: Program personnel must self-disclose felony or misdemeanor convictions that occur within three days of pleading guilty or being convicted.

Testing: Discuss self-disclosure requirement with program personnel.