

Community Outreach/Engagement

The community outreach/engagement checklist is a guide for university personnel participating in activities involving minors not affiliated with the university, its DSOs, or its affiliate entities. The checklist applies to all community outreach/engagement performed on behalf of the university, its DSOs, or its affiliate entities. Community outreach and engagement must be authorized by appropriate department/unit leadership prior to attending.

Community outreach/engagement: Occurs when the university, its DSO, or its affiliate entity faculty, staff, students, or volunteers participate in activities involving minors that are hosted, operated, conducted, sponsored, or organized by a third-party and the activity does not take place on university property.

Care, Custody, or Control: non-UF youth activity hosted, operated, conducted, sponsored, or organized by a third-party. Supervision provided by third-party. This means the university, its DSOs, or its affiliate entities will not provide supervision of minors.

Checklist

Youth Protection Training

Mandatory Reporting of Child Abuse

Youth Protection Training University faculty, staff, students, and volunteers who will engage in an event geared towards minors must complete the annual youth protection training prior to the start of the activity, training code YCS800 located in the myTraining system.

Mandatory Reporting of Child Abuse: Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare is a mandatory reporter under s. 39.201.

- The role of a reporter is to simply report. Do not attempt to verify or investigate the allegations.

Report abuse to the Department of Children and Families (DCF)

Immediately report the abuse to the DCF via one of the following methods:

- a. Telephone: 1-800-962- 2873 (24-hour hotline)
- b. Fax: 1-800-914-0004
- c. TTY: 1-800-955-8771 or 711 (Florida Relay)
- d. [Online Report](#)
- e. Obtain confirmation number and email for your records

Helpful Resources

[Youth Compliance Contact Form](#)

[Book a Consultation with Youth Compliance](#)

[Youth Compliance and Child Abuse Reporting Policy](#)