

Campus Tour or Field Trip (UF Supervision)

The campus tour or field trip checklist is a guide for the university, its DSOs, and its affiliate entities hosting, operating, conducting, sponsoring, or organizing youth activities. The checklist applies to all campus tours or field trips on university property. Campus tours or field trips must be authorized by appropriate departmental leadership prior to initiating registration or advertising to the public. All campus tours or field trips providing UF supervision must be approved by Youth Compliance. If parents, teachers, or chaperones will provide supervision refer to the Campus Tour or Field Trip (non-UF supervision) checklist. If this youth activity will take place during the summer, please refer to the Summer Camp checklist.

Campus Tour: A guided tour of any building or space on university property that is hosted by the university, its DSO, or its affiliate entities. Generally, parents, teachers, or chaperones will provide care, custody, or control (supervision) of minors during campus tours.

Field Trip: A visit to any building or space on university property made by K-12 students alongside teachers for educational enrichment. Generally, parents, teachers, or chaperones will provide care, custody, or control of minors during field trips.

Care, Custody, or Control: Supervision provided by the university, its DSOs, or its affiliate entities. This means parents, teachers, or chaperones will **not** be present to provide supervision for the minors.

Checklist

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| <input type="checkbox"/> Registration | <input type="checkbox"/> Supervision |
| <input type="checkbox"/> Background Check | <input type="checkbox"/> Parental Consent/Liability Waiver |
| <input type="checkbox"/> Affidavit of Good Moral Character | <input type="checkbox"/> Minors in Laboratories |
| <input type="checkbox"/> Youth Compliance Trainings | <input type="checkbox"/> Mandatory Reporting of Child Abuse |

Registration: All youth activities must be registered with Youth Compliance through the Registration Database. General youth activity information is required in addition to faculty, staff, students, and volunteer completion dates for the background check, Youth Compliance trainings, and affidavit of good moral character. Registration is an ongoing process which can be saved and resumed. Only submit registration once all components are completed. Youth Compliance will review registration to assess compliance and notify requestors of approval or denial status. An attendance roster must be uploaded as an attachment to the registration at the conclusion of each youth activity.

[Sample Attendance Roster](#)

- Day youth activities must be registered at least **30 days** prior to the start of the activity.
- Overnight youth activities must be registered **60 days** prior to the start of the activity.

Background Check: Level 2 – DCF for After School Program screening is required and must be completed prior to the start of a youth activity for faculty, staff, students, and volunteers. The background check [request form](#) must be submitted to UF Human Resources.

- UF HR will cover the screening cost for UF employees whose fingerprints are collected on main campus.
- Results are typically released 7 – 10 business days after fingerprint collection. UF HR will notify the requester upon completion.
- A Level 2 – DCF screening expires after 5 years.
- A designated HR liaison is recommended to submit request forms.
- Do not submit a request form for yourself, please consult with your HR liaison.
- Volunteers who assist on an intermittent basis, for less than 10 hours per month, do not need a background check if a person who meets the screening requirement is always present and has the volunteer in their line of sight.
- Clearinghouse Privacy Policy and Applicant Request forms are located on the UF HR request form webpage.

Affidavit of Good Moral Character: The affidavit is only required for applicants completing a new background check. Refer to the HR request form for additional instructions. This form must be notarized.

Youth Compliance Trainings: Two training courses are required for all UF personnel prior to engaging with minors.

Course Name: Youth Protection Training **Course Code:** YCS800

Audience: Required for all faculty, staff, students, and volunteers who will engage with minors on behalf of the UF enterprise. All UF personnel who oversee youth activities must complete the training, including individuals who will not be present to engage with minors.

Course Name: Mandatory Reporting of Child Abuse Training **Course Code:** YCS100

Audience: Required for administrators as defined by [BOG 3.002](#) and all faculty, staff, students, and volunteers who will engage with minors on behalf of the UF enterprise. All UF personnel who oversee youth activities must complete the training, including individuals who will not be present to engage with minors.

Supervision: One-on-one interactions between adults and minors are prohibited. Youth activities must be coordinated in a way that eliminates one-on-one interactions and always ensures minimum required staff-to-participant ratio for day and overnight activities.

Parental Consent/Liability Waiver: Written parental consent is required for all youth participating in youth activities. An approved waiver can be located on the Youth Compliance website. Department/unit must store the signed waivers for a minimum of five years. The [sample youth participant form](#) and waiver should be used when collecting participant information. The waiver and

youth participant forms can be adapted digitally. Only platforms approved by UF IT should be used to collect youth information.

Minors in Laboratories: Environmental Health and Safety (EH&S) provides guidance on the limitations in which youth can work and conduct research in laboratories/facilities. If your youth activity will include research in laboratories/facilities complete the [EH&S Minors Registration Form](#). EH&S will review and approve minors in the lab registration form.

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. Upon reporting child abuse, abandonment, and neglect to the DCF Florida Abuse Hotline, an Incident Report to UF Youth Compliance is required. **The role of a reporter is to simply report. Do not attempt to verify or investigate any child abuse allegations.**

Step 1: Report abuse to the Department of Children and Families (DCF) Florida Abuse Hotline. Immediately report the abuse to the DCF Florida Abuse Hotline via one of the following methods and provide your **UF email**:

- Telephone: 1-800-962- 2873 (24-hour hotline)
- Fax: 1-800-914-0004
- TTY: 1-800-955-8771 or 711 (Florida Relay)
- [Online Report](#) (professional reporters encouraged to create an account)

Step 2: Save DCF Florida Abuse Hotline intake email and all electronic correspondence. The DCF Florida Abuse Hotline will provide reporters with an intake email. The email informs the reporter if the abuse report was accepted or denied for investigation.

Step 3: Notify your supervisor.

Discuss the details of the child abuse report with your direct supervisor.

Step 4: Report child abuse to UF Youth Compliance.

- Submit [Incident Report Form](#)
- Upload DCF Florida Abuse Hotline intake email and all other electronic correspondence from DCF.

*If an illness or injury occurs during a youth activity please submit an [Incident Report](#) form.

Helpful Resources

[Youth Compliance Contact Form](#)

[Book a Consultation with Youth Compliance](#)

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

[EH&S Camp Insurance](#)