

## **Campus Tour or Field Trip (non-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. If the university, its DSO, or its affiliate entities will provide supervision refer to the Campus Tour or Field Trip (UF supervision) checklist.

**Campus Tour:** A guided tour of any building or space on university property that is hosted by the university, its DSOs, 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 parents, teachers, or chaperones. This means the university, its DSOs, and its affiliate entities will **not** provide supervision for the minors.

### **Checklist**

☐ **Youth Compliance Trainings**

☐ **Minors in Laboratories**

☐ **Supervision**

☐ **Mandatory Reporting of Child Abuse**

☐ **Parental Consent/Liability Waiver**

**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 program directors who oversee campus tours and field trips 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 program directors who will oversee campus tours and field trips must complete the training, including individuals who will not be present to engage with minors.

**Supervision:** One-on-one interactions between the university, its DSO, or its affiliate entity faculty, staff, students, and volunteers and minors are prohibited. Adequate staff-to-participant ratios must be maintained by parents, teachers, or chaperones. Please add somewhere in your marketing

material, parent registration process, or agreement with the school or organization, *This event requires parents, guardians, teachers, or chaperones to be responsible for the care, custody, or control of youth participants. The University of Florida, its direct support organizations, and affiliate entities will not provide supervision.*

**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 waiver 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 campus tour or field trip 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](#)

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