

Community Outreach/Engagement

The community outreach/engagement checklist is a guide for university personnel participating in activities involving youth (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 or advertising to the public.

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

Checklist

☐ **Youth Compliance Trainings**

☐ **Mandatory Reporting of Child Abuse**

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.

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.

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)

If the child abuse is related to a UF youth activity, UF personnel, or on UF property please complete steps 1 through 4 detailed on the Youth Compliance child abuse reporting webpage.

Helpful Resources

[Youth Compliance Contact Form](#)

[Book a Consultation with Youth Compliance](#)

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

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