

# Safeguarding Minors with University Policy 716 & Teamworks

*Overview of Policy, Responsibilities, and Software*

**Presented by:** *The Office of Risk Management & Insurance*

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# I. The 'What' and 'Why': Non-Negotiable Protection

- **Policy Name and Purpose:** University Policy 716 is the **Youth Protection Policy**
- **The Big Picture - The "Why":** Compliance is non-negotiable. **Every staff member is responsible for the safety of Minors.**
- **The System Change:** The new **Teamworks** system is our central compliance mechanism.

## **II. Three Critical Policy Requirements Tracked with Teamworks**

Teamworks is designed to monitor and track the core requirements of our University Policy 716



- 1. Program Reporting & Approval**
- 2. Staff Vetting: Training & Background Checks**
- 3. Supervision and Conduct Standards**

# III. The Mandatory Reporting Obligation

- **Policy Requirement**
  - **Mandated Reporter**
  - **Immediately Report**
- **The Standard**
  - **Reasonable Cause to suspect**
  - **If in doubt, report it out**
- **Reporting Protocol**
  - **Campus Police**
  - **RMI Report**



# University Policy 716: Youth Protection Policy

## The Mandate for Safety



Formerly known as  
“Minors on Campus”.

Managed by the Office  
of Risk Management &  
Insurance (RMI).

## The Official Purpose

“The purpose of this policy is to take *affirmative steps* to safeguard and protect Minors from potential abuse.”

# The "What" - Definitions



Who is a Minor?  
Anyone ,<18 years  
old (Not an  
enrolled student).



Covered Program: Any  
University activity  
with care, custody, &  
control of minors  
(Camps, Clinics, Labs,  
Events).



“Authorized Adult” -  
Staff or volunteer  
with direct contact  
of a minor in a  
program.

# The Why: Building a Culture of Care

## The Moral Obligation

- *“Culture of Care”*
- *Trust: Parents trust Charlotte with their children.*
- *Prevention: Every check and ratio is there to prevent vulnerability.*

## The Legal Requirement

- *Mandatory Reporting: Everyone on campus.*
- *The trigger: “Reasonable Cause to Suspect.”*
- *The Action: Report Immediately. Do Not Investigate.*

# Defining Your Role: Reporting & Responsibility

## MANDATED REPORTER

(Everyone on Campus)

Duty: Must report reasonable cause of abuse/neglect.

## AUTHORIZED ADULT

(Program staf with Direct Contact)

Duty: Must report PLUS must complete annual Background Check (CBC) & Youth Protection Training (YPT).

# The New Standard Compliance is Non-Negotiable

*Protection cannot be passive.*

## The Rule:

✘ Expired or Incomplete

CBC = Cannot Work.

✘ Expired or Incomplete

YPT = Cannot Work.



# Policy 716: The Pillars of Compliance: Powered by Teamworks



## The "Launchpad"

**The Rule:** No program starts without RMI approval.

**The Teamworks Fix:** "The Gatekeeper"

Submit details to RMI.

**Approval = Registration:**

RMI will unlock your registration link one after approval.



## The "Ticket to Entry"

**The Rule:** Annual Background Check & Youth Protection Training required for *direct contact*.

**The Teamworks Fix:** "Digital Confirmation of completion".

 **Green Light:**  
Cleared to work.

 **Red Light:**  
Stop. Non-compliant.



## The "Game Plan"

**The Rule:** No 1-on-1 contact. Strict staff-to-camper ratios.

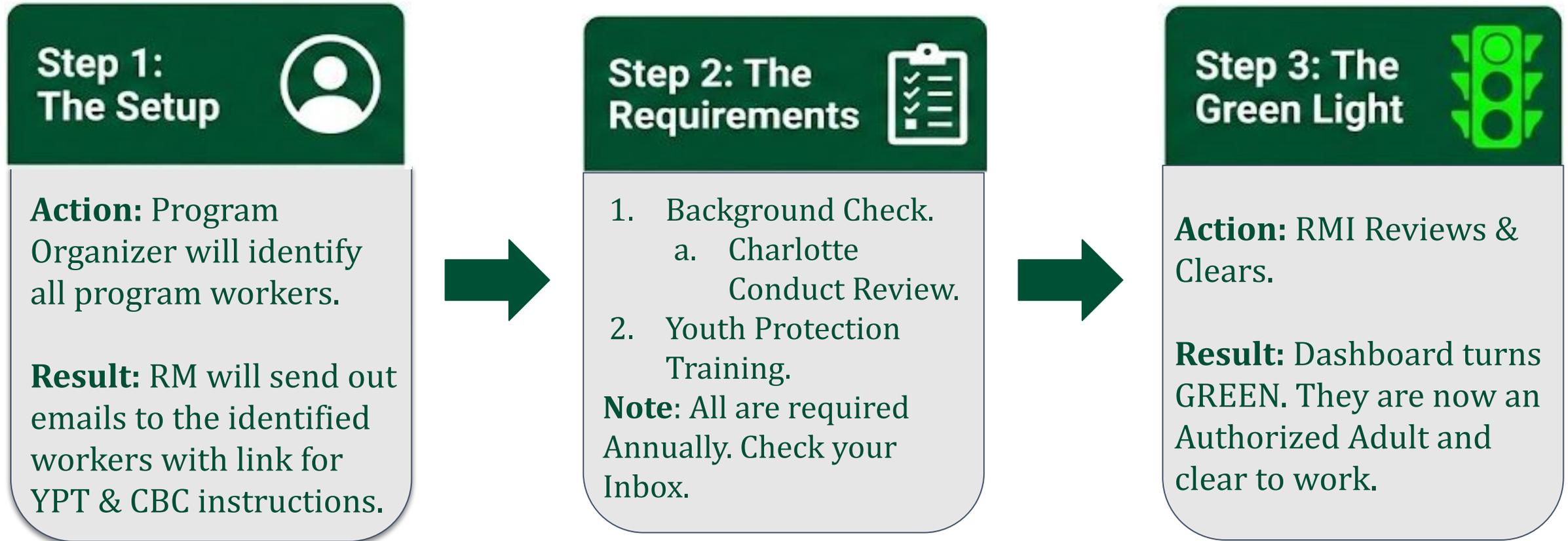
**The Teamworks Fix:** "Safety Net"

**Planning:** Build worker rosters to ensure ratios.

**Emergency:** Instant access to parent contacts & medical alerts.

# Staff Vetting: Your “Ticket to Entry”

*Two Requirements. One Dashboard.*



**STOP: Status must be GREEN before having direct contact with minors.**

# Teamworks “Worker Management”

<input type="checkbox"/>	Name <span>↑↓</span>	Email <span>↑↓</span>	Mobile Phone <span>↑↓</span>	Core Qualification Status	Upcoming Work Qualification Status	Site Associations	Action
<input type="checkbox"/>	Abel, Kirsten	kabel6@charlotte.edu		Incomplete		1	<a href="#">Edit Worker</a> <a href="#">Qualifications</a>
<input type="checkbox"/>	Abt-Bumgarner, Samantha	sabtbum@charlotte.edu		Complete		1	<a href="#">Edit Worker</a> <a href="#">Qualifications</a>
<input type="checkbox"/>	Adams, Lewis (Dean)	ladams45@charlotte.edu		Complete		4	<a href="#">Edit Worker</a> <a href="#">Qualifications</a>
<input type="checkbox"/>	Adkins, Juliana-Grace	jadkin20@charlotte.edu		Complete		1	<a href="#">Edit Worker</a> <a href="#">Qualifications</a>
<input type="checkbox"/>	Albarran, Daisy	dalbarra@charlotte.edu		Complete		1	<a href="#">Edit Worker</a> <a href="#">Qualifications</a>
<input type="checkbox"/>	Albin, Tim	talbin@charlotte.edu		Incomplete		1	<a href="#">Edit Worker</a> <a href="#">Qualifications</a>
<input type="checkbox"/>	Allan, Craig	cjallan@charlotte.edu		Complete		1	<a href="#">Edit Worker</a> <a href="#">Qualifications</a>
<input type="checkbox"/>	Allen, Trish	pallen24@charlotte.edu		Incomplete		1	<a href="#">Edit Worker</a> <a href="#">Qualifications</a>
<input type="checkbox"/>	Alterowitz	Gretchen.Alterowitz@charlotte.edu		Complete	2/7/2026 -	1	<a href="#">Edit</a>

# Teamworks Worker Incomplete

<input type="checkbox"/>	Name <span>↑↓</span>	Email <span>↑↓</span>	Mobile Phone <span>↑↓</span>	Core Qualification Status	Upcoming Work Qualification Status	Site Associations	Action
<input type="checkbox"/>	Abel, Kirsten	kabel6@charlotte.edu		<b>Incomplete</b>		<b>1</b>	<a href="#">Edit Worker</a> <a href="#">Qualifications</a>
<b>Core Qualification</b>							
				Has Qualification?	Expiration Date	File Uploads	Status
				No <input checked="" type="checkbox"/> Yes	<input type="text"/> <i>Required</i>	<input type="button" value="Add"/>	<b>Incomplete</b>
				No <input checked="" type="checkbox"/> Yes	9/13/2026	<input type="button" value="Add"/>	<b>Complete</b>
<b>Non-Core Qualification</b>							
				Has Qualification?	Expiration Date	File Uploads	Status
				No <input checked="" type="checkbox"/> Yes	<input type="text"/> <i>Required</i>	<input type="button" value="Add"/>	<b>Incomplete</b>
				No <input type="checkbox"/> Yes	<input type="text"/>	<input type="button" value="Add"/>	<b>Incomplete</b>
<input type="checkbox"/>	Abt-Bumgarner, Samantha	sabtbum@charlotte.edu		<b>Complete</b>		<b>1</b>	<a href="#">Edit Worker</a> <a href="#">Qualifications</a>
<input type="checkbox"/>	Adams, Lewis (Dean)	ladams45@charlotte.edu		<b>Complete</b>		<b>4</b>	<a href="#">Edit Worker</a> <a href="#">Qualifications</a>

# Teamworks Worker Complete

<input type="checkbox"/>	Abt-Bumgarner, Samantha	sabtbum@charlotte.edu	<b>Complete</b>	<b>1</b>	<a href="#">Edit Worker</a> <a href="#">Qualifications</a>
Core Qualification		Has Qualification?	Expiration Date	File Uploads	Status
Criminal Background Check ⓘ		No <input checked="" type="radio"/> Yes	4/22/2026	<input type="text" value="Add"/>	<b>Complete</b>
Youth Protection Training ⓘ		No <input checked="" type="radio"/> Yes	4/4/2026	<input type="text" value="Add"/>	<b>Complete</b>
Non-Core Qualification		Has Qualification?	Expiration Date	File Uploads	Status
Charlotte Conduct Review ⓘ		No <input checked="" type="radio"/> Yes	01/15/2027	<input type="text" value="Add"/>	<b>Complete</b>
Van Driver Training ⓘ		No <input checked="" type="radio"/> Yes	4/28/2035	<input type="text" value="Add"/>	<b>Complete</b>
<input type="checkbox"/>	Adams, Lewis (Dean)	ladams45@charlotte.edu	<b>Complete</b>	<b>4</b>	<a href="#">Edit Worker</a> <a href="#">Qualifications</a>

# Your Tool for Safety: Teamworks Camps

## REGISTRATION

The Digital Gatekeeper

The Problem (Old Way):

- Paper Waivers & Google Forms
- Missing Signatures

The Solution (Teamworks)

- Inline Waivers: Mandatory digital signatures.
- Medical Data: Direct entry from parents.
- Results 100% "Clean Rosters:



## ADMINISTRATION

The Live Command Center

The Problem (Old Way):  
Printed Spreadsheets (Static)

- Binders left in offices

The Solution (Teamworks)

- Live Rosters: Real-time updates on mobile.
- Emergency Communications: Bulk text/emails to parents.
  - Result; Immediate Emergency Readiness.

# Mandatory Reporting: Duty to Act

See Something, Say Something. If in Doubt, Report it out!



## THE STANDARD (When?)

### Reasonable Cause

You do not need proof.  
You only need suspicion.  
If it feels wrong, report it.



## THE PROCESS (How?)

Immediate Danger Call  
Police

Do not wait for permission  
from a supervisor

University Report: Police  
and Public Safety



## THE PROTECTION (Safety)

### Immunity & Non-Retaliation

You are legally protected when  
reporting in good faith.

Retaliation is strictly prohibited.

# What is “Reasonable Cause”?

*Your Role vs. The Professional’s Role*

## YOUR ROLE (The Reporter)

Goal: Identify Suspicion

Action: Observe & Report

Standard: “It might be happening.”

 **DO NOT:** Investigate or Interrogate.

## THEIR ROLE (DSS/Police)

Goal: Determine Fact

Action: Investigate & Interview

Standard: “It did happen.”

 **DO:** Gather Evidence.

When in Doubt, Report it Out!

# How to Report: The Sequence of Action

*Safety First. Compliance Second*



## IMMINENT DANGER

Question: Is the child in immediate physical danger?

Action: Call 911 or Campus Police immediately.

Note: Do not delay to file paperwork. Secure the scene first.



## THE LEGAL REPORT

Action: Call Department of Social Services (DSS).

Context: This is your Mandatory North Carolina State Requirement.

Detail: Report to the County DSS where the child resides or where the incident occurred. (24/7 Hotline)



## THE INSTITUTIONAL REPORT

Action: File a University Incident Report.

Context: Notify Risk Management.

Detail: [https://cm.maxient.com/reportingform.php?UNCCharlotte&layout\\_id=125](https://cm.maxient.com/reportingform.php?UNCCharlotte&layout_id=125)

Critical Note: Reporting here does NOT replace calling DSS.



## **Program Organizer Checklist**

# Phase 1: Program Setup & Reporting

(60+ Days Out) *This phase creates the "Shell" for your program. You cannot proceed without RMI approval.*



### **First-Time Users**

**Contact RMI:** Report program to RMI using the Youth Program Reporting Form found on our website.

**Teamworks Setup:** RMI will have Teamworks create your user ID.



### **Returning Users**

**Input Details:** Log in and enter accurate dates, times, locations and all pertinent details about your program.



**THE GOLDEN RULE: WAIT FOR APPROVAL.**

Do not advertise until authorized. Use **ONLY** the official Teamworks-generated URL for registrations.



## Program Organizer Checklist

# Phase 2: Staff Vetting & Management

30-60 Days Out | *Goal is a "Green Complete"*

 **Build Worker Roster:** Program Organizer is responsible to Add all prospective staff to “Worker Management” in Teamworks. Plan for Backups.

 **Initiating Compliance Checks:** Notify RMI. They trigger YPT and CBC emails.

 **Weekly Monitor:** Program Organizer is responsible for Checking the dashboard.

 If a staff member is **RED** “Incomplete”, Send Reminder.

 If the staff member is **GREEN** “Complete” they are ready to work.

 **Final Roster:** Confirm every single staff member is **GREEN** “Complete” at least 72 hours before the program starts. *Remove anyone who is not cleared.*



## Program Organizer Checklist

### Phase 3: Participant Registration

#### (Active Registration Phase)

*Ensure you have legal consent and medical data for every minor.*

- **Monitor Waiver Completion:** Check the "Participant Roster" to ensure parents have electronically signed any **Liability Waiver** and **Photo Consent**.
- **Review Medical Alerts:** Filter your roster for "Medical Needs/Allergies."
  - ◆ *Action:* Flag high-risk medical needs (e.g., EpiPens, severe allergies) and discuss the care plan with your leadership team.
- **Verify Age Eligibility:** Ensure all registered participants fall within the approved age range submitted in Phase 1.



## Program Organizer Checklist

### **Phase 4: Final Administration & Safety (1 Week Out)**

*Operationalizing the data for safety.*

- **Assign Shifts & Check Ratios:**
  - ◆ *Verify:* Do you meet the **1:8** (or relevant) ratio for all active hours?
  - ◆ *Verify:* Is there strictly **No One-on-One** contact scheduled?
- **Generate Emergency Reports:** Download the "**Emergency Contact Roster**" (contains parent phone numbers and medical info).
  - ◆ *Action:* Save a secure offline copy or print a hard copy for the site director in case of internet outage.
- **Send Parent Communication:** Use the Teamworks "Message Blast" feature to send final "Know Before You Go" details (Drop-off/Pick-up procedures), creating an official communication record.

# You Are Not Alone: Our Support System

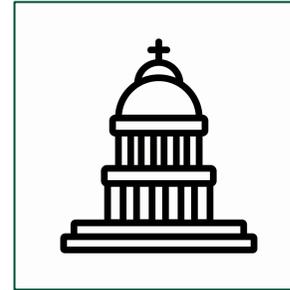
## *Operational Support & Institutional Governance*



### **Virtual Meetups**

Focus: Real-time Problem Solving

- Peer-to-Peer Troubleshooting
- Teamworks Q&A
- Sharing Best Practices



### **Youth Protection Advisory Board (YPAB)**

Focus: Policy & Consistency

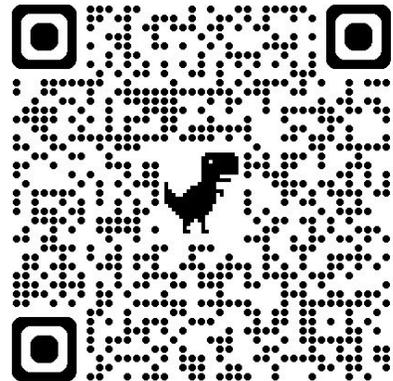
- Alignment with NC Law & National Standards
- Campus-wide Consistency
- Strategic Guidance & Advocacy

# Questions

*You are never wrong for asking for help.*



RM&I Youth  
Protection Page



Your Program  
Reporting Form



Report an Incident

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