



Requirements for External Organizations Running Youth Programs at SCU

Santa Clara University is committed to providing a safe environment for children under the age of 18 (“minors”) who participate in programs and activities on campus. External organizations who would like to host programs involving minors (“Youth Camps”) on SCU property must comply with SCU’s [Policy on the Safety of Minors in University Programs and Activities](#). The Youth Protection Program establishes the University’s requirements for individuals who work with minors in Youth Camps.

Before Your Program Begins:

Contracts & Required Documentation

- Complete the Facility Use Agreement
- Complete the Child Safety Addendum
- Provide Certificates of Insurance

Insurance Requirements

The external organization must provide a Certificate of Insurance (COI) and name Santa Clara University as an Additional Insured.

Minimum insurance requirements:

- Commercial General Liability: \$1,000,000
- Sexual Abuse & Molestation Liability: \$1,000,000
- Automobile Liability: \$1,000,000 (if vehicles are used)
- Workers' Compensation: Statutory limits (if employees are involved)

Questions regarding insurance requirements or exceptions should be directed to risk@scu.edu.

Background Checks

The organization is responsible for conducting appropriate criminal background checks for everyone who will supervise or work with minors, consistent with applicable law and the terms of the Facility Use Agreement. SCU may request confirmation that required background checks have been completed.

Operating Expectations

Organizations operating youth programs on SCU property are expected to:

Supervision

- Maintain supervision ratios appropriate for the age, number of participants, and nature of the activity
- Ensure participants remain under the supervision of authorized program personnel at all times.

Two-Adult Principle

- Require a minimum of two unrelated adults to be present at all times during any activity involving minors.
- Never allow an adult to be alone with a minor in an isolated area or enclosed space.
- Require all interactions with minors to take place in plain sight of other staff or adults.

Appropriate Conduct

- Maintain appropriate professional boundaries.
- Use respectful and age-appropriate communication.
- Avoid inappropriate physical contact.

Emergencies

1. Call or text 911 for police, fire, or medical emergencies and follow these steps:
 - a. Give the address, or best known location of the emergency.
 - b. Share the building name, room #, floor, nearby landmark, or closest street.
 - c. Tell the dispatcher exactly what happened to make you call 911.
 - d. Stay on the line. Do not hang up unless the dispatcher tells you to.
 - e. Follow instructions. The dispatcher may provide lifesaving directions.
2. After calling 911, call Campus Safety Services at (408) 554-4441 if it is safe to do so.

Reporting Concerns

- Youth Camp employees/volunteers should report to the appropriate authorities, based on their reporting status, if they know or reasonably suspect that a child has been abused or neglected.
- **Mandated Reporters** must:
 1. ***Immediately*** report by phone to the Santa Clara County Child Abuse Hotline at (833) 722-5437.
 2. ***Immediately*** notify SCU Campus Safety by phone at (408) 554-4441 and email at campussafety@scu.edu.
 3. ***Within 36 hours*** submit [California Form SS8572](#) to the Santa Clara County Department of Family and Children's Services.
- **All other Youth Camp employees/volunteers** must:
 1. ***Immediately*** notify SCU Campus Safety by phone at (408) 554-4441 and email at campussafety@scu.edu.

Contact for More Information

Conference Services: Mahal Flores, mgflores@scu.edu

Risk Management: risk@scu.edu