

**AD.1.12.2 Youth Activities on Campus
Schedule A
Engaging with the SAIT Youth Initiatives Office:
A Guide for SAIT Schools and Departments**

INTRODUCTION

At SAIT, we believe that it's important for youth in our community to engage with, and become aware of what SAIT has to offer well before they consider attending SAIT as an adult learner. Activities involving youth also offer the chance for SAIT employees to work with youth in a variety of capacities. The focus of SAIT's Youth Initiatives is to encourage youth to explore, their interests, discover new skills, and aspire to succeed in a world of possibilities. SAIT's youth programming empowers participants to make informed choices about their learning pathways and about their futures.

Working with minors (or those who are deemed to be a participant in a youth program) can be a fun and exciting opportunity for SAIT staff. However, it is important to note that working with youth or providing programming for youth can have different requirements and challenges unique from working with adults.

There are many ways to connect and engage with youth. One of the most meaningful ways is by having Schools or Departments participate in experiences for youth on campus. Instructors and staff play a very important role in this, by instructing and supporting the delivery of programs aimed at engaging youth with SAIT. In an effort to adhere to best practices and to ensure a consistent approach to engaging with youth, SAIT has created a Youth Initiatives Office. The role of the Youth Initiatives Office is to help provide guidance and information about necessary requirements and considerations when working with youth. In some instances, staff from the Youth Initiatives Office may collaborate extensively with SAIT youth activities champions from schools or departments, while in other instances, the Youth Initiatives Office need only be notified of an activity involving youth on campus.

The aim of this guide is to help schools and departments understand how to involve the Youth Initiatives Office so that there is consistency in how SAIT is engaging in Youth Initiatives and to ensure that such activities are delivered in a way that benefits SAIT, SAIT employees, and youth, and that the activities proceed smoothly and safely.

1. Determining the type of Youth Activity on Campus

SAIT offers many different types of youth activities on campus, including Registered Programs, Non-Registered Programs, SAIT Events, and Non-SAIT Events. The different types of Youth Initiatives can range in duration from year-long, for-credit academic programs, to field trips or events that take place over the duration of a few hours. In some instances, external organizations or groups may be involved in an activity involving youth on campus.

The Project Manager, Strategic Youth Initiatives and Youth Advisory Committee is responsible for determining, based on the details provided in the Decision Support Package (DSP), the category of youth initiative that is being proposed.

2. Getting Approval

(a) The Decision Support Package

A Decision Support Package (DSP) must be developed and approved for all youth activities on campus involving SAIT or SAIT personnel. Whomever is the internal department youth activities champion for the proposed youth activity is responsible for preparing the initial draft of the DSP, using the youth activities DSP template that has been developed (see Schedule E). DSPs can be prepared and then presented to the Youth Advisory Committee (the YAC) on an ongoing basis, so that approvals are in place as early as possible in advance of the commencement of the youth activity. Once submitted, the Youth Advisory Committee will review and, based on the information provided, will determine the type of youth initiative that is being proposed. The type of youth activity will determine how much ongoing involvement will be required by the Youth Initiatives Office.

It is important to have a detailed, thorough and organized Decision Support Package, as it becomes the framework for the youth activity and helps to avoid delays associated with the approval process. One of the most important sections of the DSP relates to risk, both in terms of assessing and managing risk.

Please be aware of the following:

1. Depending on the nature of the youth activity, waiver forms may be required for all participants. The Youth Initiatives Office will provide guidance as to the waiver form requirements based on the nature of the activity.
2. For risk management purposes, all activities involving youth typically require a staff-to-youth-ratio of a minimum of 1:10. This may vary based on the nature of the youth activity (for example, a dual-credit class may have a higher ratio of students to instructor). The Youth

Initiatives Office will provide guidance on this matter.

(b) Approval Process

- A SAIT staff, School, or department wishing to propose or be involved in an activity involving youth, must prepare and submit a DSP. The Project Manager, Strategic Youth Initiatives, will review the DSP and will work with the school to make revisions to it.
- The Project Manager, Strategic Youth Initiatives, will circulate the finalized DSP to the Youth Advisory Committee for review and feedback. This committee includes representatives from schools/departments, including those who work directly with, or are familiar with, working with youth in a variety of programs, SAIT's Insurance Coordinator (specifically in relation to risk management and insurance issues), and a member of the Office of the VP Academic.
- The identified Youth Activities Champion (or designate) presents an overview of the DSP to the Youth Advisory Committee at the Committee's meeting, and addresses any questions or concerns that the Committee raises.
- The Youth Advisory Committee provides a recommendation to the Associate Vice President, Learner Services.
- The Associate Vice President, Learner Services reviews the recommendation and the DSP, and make the final approval decision for all youth activities on campus.

(c) What does the Youth Advisory Committee consider when reviewing the DSP?

The Youth Initiatives Advisory Committee focuses on (but is not limited to) the following items:

- **Strategic Alignment:** How does the proposed youth initiative fit within the Youth Initiatives Strategy? How does it align with the goals of the Education Plan and with SAIT's strategic goals?
- **Financial Considerations:** Youth activities on campus need to realistically fall within a School's/department's budget. The role of the Youth Initiatives Office is not to fund all activities involving youth. The Youth Advisory Committee will look at the proposed expenses for each activity. Is the total cost prohibitive for school boards? Will the cost prevent youth or their families from participating? How will the accompanying SAIT staff's expenses be covered? Who will pay for personal protective equipment (if applicable) for participants? Who will pay for materials/supplies? Will the participants be able to keep what they have made?
- **Sustainability:** How will the proposed youth activity be sustained? Is it meant to be a one-time only activity?

- **Risk:** To what degree will participants be at risk of while participating in the youth activity? Are these risks manageable? How will these risks be mitigated? What other risks need to be considered in approving this program? How will emergency situations be handled?
- **Logistics:** What are the transportation arrangements to, from, and during the youth activities? How will youth participants get to SAIT campus? Who will greet and direct youth to their classroom or lab once they arrive on campus? How will personal protective equipment (if applicable) be accounted for? How will photo consent and waiver forms be provided in advance to parents/guardians of participants? Who will be communicating with parents/guardians? Who will be responsible for signing contracts (if applicable)? How will participants be selected or informed about the program? How will participants be selected to participate in the program?

3. Preparing for a Youth Activity on Campus: who does what?

Though not exhaustive, the following is meant to provide some guidance about the roles and responsibilities of the various stakeholders involved in a youth activity on campus.

(a) School, Academic Program, or Department:

- **Logistical Arrangements:** Depending on the nature of the youth activity, logistical arrangements may be responsibility of the organizing school or department or may include collaboration with the Youth Initiatives Office. Such information will be determined by the details presented in the DSP and will be communicated to the SAIT Activities Champion, pending DSP approval.
- **Academic Content:** The school (academic program) is responsible for the academic content of the youth activity and all related academic matters.
- **Creation of a Course Registration Number/Curriculum Proposals:** For insurance and risk management purposes, some youth activities at SAIT must be attached to a course and CRN in which the youth participants must be registered, regardless of whether or not the youth participants are getting credit for the youth activity. It is the responsibility of the SAIT youth activities champion to work within their school/department to set-up the CRNs and to complete and submit any required Curriculum proposals.
- **Financial Obligations:** Costs associated with the youth activity are the responsibility of the school/department. Expenses related to such items as instruction, supplies, personal protective equipment, or food, for example, must be budgeted for and agreed to by the school/department prior to the youth activity taking place.
- **Risk Identification and Mitigation:** the youth activities champion, in collaboration with the stakeholders in their school/department need to ensure that have identified potential risks associated with the youth activity and that they have taken steps to

mitigate such risks.

- **Collection of Information:** Depending on the nature of the youth activity, waiver forms may be required. Waiver forms must be completed and signed by a parent/legal guardian of any youth participants of the activity. The waiver forms are then to be collected by the youth activities champion for that particular youth activity and submitted to the Youth Initiatives Office. The Youth Initiatives Office will be responsible for ensuring the safe storage and appropriate record-keeping of the waiver forms. Refer to Schedule D to determine for which type of youth activities waiver forms are required. The Youth Initiatives Office can provide the correct waiver form if one is so required.
- **Necessary supervision of youth during the activity:** depending on the nature of the youth activity, the school/department may be required to ensure the required supervision is provided during the youth activity. The youth initiatives office can help support in determining the necessary supervision requirements based on the type of youth activity.

(b) Youth Initiatives Office:

- **Provide support for Youth Activities on Campus:** The youth initiatives office is responsible for on SAIT's behalf for coordinating youth activities on the SAIT campus and for providing support and guidance to schools/departments about youth activities. Schools/departments and youth activities champions are able to consult with the youth initiatives office about matters related to youth activities or questions about the decision support package.
- **Provide necessary program registration or waiver forms:** due to the nature of some youth activities on campus, registration or waiver forms may be required for youth participants. The youth initiatives office will help to determine the necessary forms required and will provide the forms to the school/department youth activities champion. The youth initiatives office will also store any of the completed and signed waiver forms in compliance with SAIT's Records Management policy (AD.3.2).
- **Provide support for emergency response processes:** the youth initiatives office will collaborate with stakeholders to determine appropriate emergency response processes particular to working with youth. Emergency response processes will be shared with the youth activities champion prior to a youth activity taking place. The youth initiatives office will inform SAIT security of a youth activity occurring at SAIT.
- **Act as a liaison between external program stakeholders:** depending on the nature of the youth activity, in some instances the youth initiatives office will act as the liaison between external program stakeholders (such as school board personnel) and the youth activities champion, and between parents/ legal guardians and the youth activities champion.

- **Provide onboarding and training to employees involved in delivering youth activities:** Depending on the nature of the youth activity, the Employee Services Department and the Youth Initiatives Office will provide mandatory staff onboarding and training to all employees involved in delivering the program to participants. The Youth Initiatives Office, in collaboration with the youth activities champion, will ensure that this training is relevant to the needs of the audience and to the program.

(c) Youth Participants:

Youth participants involved in a youth activity on campus are responsible for the following:

- Adhering to all SAIT policies and procedures while on campus.
- Ensuring they and their parents/legal guardians are aware of what the activity entails and are prepared to participate in the activity.
- Ensure all required documentation (when applicable) has been provided prior to the commencement of the youth activity.

(d) Accompanying/Participating SAIT staff:

All accompanying/participating SAIT staff are responsible for the following:

- Familiarity with the requirements of working with youth, especially their legal obligation to report any disclosed or suspected cases of abuse.
- Know and understand best practices related to working with youth (for example, avoiding one-on-one situations, not hugging or touching youth, not sharing phone numbers or social media information with youth, etc.).
- Complete a police information check with vulnerable sector search.
- Know and understand the risks associated with the youth activity and how to mitigate the risks.
- Know and understand all emergency response processes, especially as they relate to having youth on campus.
- Know and understand all SAIT policies and procedures, especially those relevant to working with youth on campus.

Before deciding to participate, SAIT staff should also ask themselves the following questions, as the success of a youth activity relies heavily on the enthusiasm and preparation of the accompanying/participating staff:

- Why do you want to lead/participate in a youth activity on campus? What interests you about it? What is motivating you?
- Are you prepared for working with youth? Do you have a desire to work with the particular age group of the activity?
- Do you understand there are differences when working with youth on campus than with adults and that there are different requirements when doing so?

- Are you cross culturally sensitive and inclusive? Do you understand and accept those who are different from you?

Additional questions or concerns may come up as a youth activity champion or SAIT staff look to plan or implement a youth activity. The youth initiatives office can help to answer questions, provide supporting documents, or brainstorm ideas and is available to help staff throughout the institution when it comes to youth activities.

The youth initiatives office can be emailed at youth.programs@sait.ca for questions or inquiries.