



AD.1.12.2 Youth Activities on Campus

Schedule B

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. Activities involving youth also offer the chance for SAIT employees to work with youth in a variety of capacities. The purpose 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 and/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 and 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 SAIT Supervised Activities, SAIT-Sponsored Activities and Non-SAIT Events. The different types of Youth Initiatives can range in duration from year-long, dual credit offerings, camps, and short 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 Associate Director, Strategic Youth Initiatives is responsible for determining, based on the details provided by SAIT staff or from external organizations, the category of youth initiative that is being proposed.

2. Proposed Youth Activities:

a) Contact Youth Initiatives Office:

SAIT personnel intending to bring youth to campus for a youth activity, to provide an external activity to youth or intending to create a new activity for youth should first reach out to the Youth Initiatives Office by emailing youth.programs@sait.ca. Staff from the Youth Initiatives Office will review the proposed youth activity and/or request to evaluate the feasibility and assess the risk of the proposed activity. Staff will then reach out to the SAIT contact provided for the proposed activity and will work with that individual to determine the level of youth initiatives staff involvement required and to provide guidance for the youth activity.

Those SAIT staff intending to create a youth activity, bring youth on campus, and/or provide youth activities in an external setting should be aware of the following:

- 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.
- For risk management purposes, all activities involving youth typically require a staff-to-youth-ratio of a minimum of 1:12. 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) What does the Youth Initiatives Office consider when reviewing the request?

When reviewing proposed requests for youth activities from staff, the Youth Initiatives Office will consider the following:

- **Strategic Alignment:**
 - How does the proposed youth initiative fit within SAIT's Youth Engagement Strategy?
 - How does it align with the goals of SAIT Strategic Plan and with SAIT's strategic goals?
 - How does it align the goals of the school/department?

- **Financial Considerations:**

Youth activities on campus need to realistically fall within a school/department's budget. The role of the Youth Initiatives Office is not to fund all activities involving youth. The Youth Initiatives Office will look at the proposed expenses for each activity and consider the following:

 - Is the total cost prohibitive for school boards?
 - Will the cost prevent youth or their families from participating?
 - How will expenses for accompanying SAIT staff 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 if they are involved in hands-on activities?

- **Sustainability:**
 - How will the proposed youth activity be sustained?
 - Is it meant to be a one-time only activity or is there opportunity for recurrence?

- **Risk:**
 - To what degree will participants be at risk while participating in the youth activity? Are the risks reasonable?
 - How will the risks be mitigated?
 - What other risks need to be considered in approving this activity? How will emergency situations be handled?

- **Logistics:**
 - How will youth participants get to SAIT campus? What are the transportation arrangements to, from, and during the youth activities?
 - 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 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 the responsibility of the organizing school or department or may include collaboration with the Youth Initiatives Office.
- **Academic Content:** The school/department is responsible for the academic content of the youth activity and all related academic matters.
- **Registration of Participants:** Depending on the nature of the youth activity, registration of participants might be required. Some youth activities may require the creation of a CRN in which to register participants, while other activities may not require participant registration or may require registration through other means. It is the responsibility of the SAIT youth activities champion to work within their school/department to set-up applicable CRNs (if required). The Youth Initiatives Office will work with the youth activities champion to determine registration requirements based on the nature of the youth activity.
- **Financial Obligations:** Costs associated with the youth activity are the responsibility of the SAIT 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 A to determine for which type of youth activities waiver forms are required. The Youth Initiatives Office can provide the correct waiver form when 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 coordinating youth activities on any of SAIT's campuses and for providing support and guidance to schools/departments about youth activities. Schools/departments and youth activities champions can consult with the Youth Initiatives Office about matters related to youth activities.
- **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.3.2.1).
- **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 Human Resources Department and/or 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.
- Understanding 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.).
- Understanding the risks associated with the youth activity and how to mitigate the risks.
- Familiarity with all SAIT emergency response processes, especially as they relate to having youth on campus.
- Understanding all SAIT policies and procedures, especially those relevant to working with youth on campus.

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.