

Section: Academic/Student (AC)

Subject: Programs and Curriculum

Legislation:

Effective: June 19, 2019

Revision:

APPROVED: _____**President and CEO****POLICY**

The policy of the Board of Governors is that SAIT has procedures in place to manage programs and activities where the main participants are minors, and that SAIT provide a safe environment for and safeguards the welfare of all minors in its care while they are participating in such programs and activities.

PROCEDURE**PHILOSOPHY**

SAIT recognizes the importance of encouraging youth to explore their interests, learn new skills and make meaningful program and career connections through authentic, engaging, safe, and fun learning experiences. SAIT's youth activities empower participants to make informed choices about their learning pathways and their futures. SAIT recognizes the need for quality, consistency, and safety in the planning, development, and implementation of youth activities.

DEFINITIONS**Authorized adults**

Program staff, members of the Youth Initiative Office, the youth activities champion, the external organization sponsor, and supervising adults from an external organization.

Employee

For the purpose of this procedure, an employee includes any person employed on SAIT's payroll, whether paid by annual salary or hourly wage, contractors and volunteers.

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External organization sponsor	A person from an external organization (for example, a school or community organization) who has decision-making authority, is responsible for ensuring the supervision of participants in some types of youth activities, and is that organization's key point of contact with the Youth Initiatives Office.
Minor	A person under the age of eighteen years.
Non-registered program	A youth activity that does not require participants to register in a course, that has a Course Registration Number (CRN) at SAIT. It is shorter in duration and frequency than a registered program. Examples include but are not limited to youth activities in the Career Exploration Centre and the participation of youth in one-day programs at SAIT.
Non-SAIT event	An event or activity where SAIT acts solely as the host facility and is not involved in programming, instruction, or supervision of participants.
Participant	A youth participating in a youth activity.
Project manager, strategic youth initiatives	The SAIT employee responsible for managing youth activities and addressing/mitigating risks associated with those activities.
Registered program	A youth activity that requires participants to register in a course (CRN) at SAIT. Examples include but are not limited to dual-credit programs, camps, year-round youth programming, and evening youth programs.
SAIT campus	SAIT's main campus and all satellite campuses.
SAIT event	An event or activity where SAIT is involved in its programming, planning, supervision, and/or coordination. Examples include but are not limited to class or group field trips to SAIT, Open House and tours.
Youth	For the purpose of this procedure, youth includes both minors and young adults.

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Youth activities champion	A manager, academic chair/earned revenue coordinator, associate dean or dean who is the main point of contact on behalf of a school/department and who collaborates with the Youth Initiatives Office regarding youth activities.
Youth activity	A registered program, non-registered program, SAIT event or non-SAIT event involving youth on the SAIT campus, or that SAIT deems to be a youth activity given the nature of the activity and the participants.
Youth Initiatives Office	The office responsible on SAIT's behalf for coordinating youth activities on the SAIT campus and for providing support and guidance to schools/departments on youth activities.

GOVERNING PRINCIPLES

1. The safety of all participants in a youth activity is of paramount importance to SAIT. Youth activities must be planned in a manner that assesses and manages risks for participants and for SAIT. The extent of planning, preparation and approvals depends on the level of risk associated with a particular youth activity. Risk assessment requires the exercise of good judgment, based on expertise and experience. It is a process that involves identifying hazards associated with each youth activity, analyzing the risks related to each hazard and determining how best to manage and mitigate those risks. Please see AD.1.12.1 Minors on Campus for further information on protecting minors on campus.
2. SAIT and schools/departments share the responsibilities for youth activities.
 - a) The Youth Initiatives Office coordinates youth activities and ensures that all risks and liabilities associated with those activities are identified and managed. It provides guidance and support for youth activities champions and external organization sponsors carrying out youth activities.
 - b) Schools/departments manage the logistics, programming, and operations related to youth activities, in collaboration with the Youth Initiatives Office. As details, requirements and risks depend on the nature of each youth activity, employees, involved in youth activities should review the Engaging with Youth Initiatives Guide, attached as Schedule A, an Associated Document to this procedure.
3. SAIT, its employees, external organization sponsors, the Youth Initiatives Office, participants and their parents/legal guardians share the responsibility for:

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- a) Conducting themselves in a manner that supports overall safety and well-being and that complies with SAIT's safety policies/procedures and standards for participation in a youth activity.
 - b) Identifying and addressing risks of youth activities.
 - c) Preparing for youth activities to ensure the participants' safety and well-being.
 - d) Responding to and intervening as necessary to address safety issues and concerns.
 - e) Participants, parents/legal guardians, external organization sponsors, and SAIT employees, involved with a youth activity are bound by SAIT's codes of conduct and SAIT's policies and procedures and, where applicable by the requirements of the external organization.
4. Employees should not be alone in a private setting with a participant. Unless deemed appropriate and necessary by the Youth Initiatives Office, employees should minimize the amount of time they spend and/or the number of interactions they have with a participant in a one-on-one setting.
 5. A minimum of one authorized adult (over the age of 18) must be present at all times for a youth activity unless the Youth Initiatives Office has deemed it necessary for two or more authorized adults to be present for that activity.
 6. Only authorized adults may participate in a registered program or non-registered program. Unauthorized adults, including parents/legal guardians, other SAIT employees and members of the general public, may not participate in these programs unless the Youth Initiatives Office has approved them to do so.
 7. A participant is not required to participate in all parts of a registered program or non-registered program. The participant or the participant's parent/guardian may choose not to have the participant participate in any particular part(s) of the registered or non-registered program by giving prior notice to the program staff. However, SAIT may not be able to provide alternate activities for the participant.
 8. SAIT cannot guarantee that youth activities will be problem-free and cannot account for all the potential risks that participants and employees might experience while participating in a youth activity. A participant and the participant's parent/legal guardian are responsible for being aware of any potential risks of participating in the youth activity.

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9. Alcohol cannot under any circumstances be served or made available during any youth activity.
10. Throughout the duration of a registered program or non-registered program, Sait may take photos or videos for marketing purposes, provided that Sait has obtained consent to do so from all participants or their parents/legal guardians, as applicable, in the program before it begins, through the use of a consent and/or waiver form. Consent is also informed by signage posted at events (for instance, "photographs/ video will be taken at this event") Photos should not be taken of participants in non-Sait events.
11. Sait employees may not use personal social media platforms to publish any photos or videos of participants in registered or non-registered programs. Photos or videos of participants may only be posted to institutional social media channels authorized by the Communications department.

PROCEDURE

A. Approval for a Proposed Youth Activity

1. External organizations proposing to bring youth on campus must first complete the Youth Initiatives External Organizations Inquiry Form, Schedule B, an Associated Document to this procedure, and submit it to the Youth Initiatives Office.
2. Employees proposing to bring youth on campus must first complete the Youth Initiatives Internal Notification Form, Schedule C, an Associated Document to this procedure, and submit to the Youth Initiatives Office.
3. The Youth Initiatives Office will review the submitted form and determine if the proposed youth activity is a registered program, a non-registered program, a Sait event, or a non-Sait event, as per this procedure and as per the Description of Youth Activities, Schedule D, an Associated Document to this procedure.
4. The Youth initiatives Office will:
 - a) Evaluate the youth activity to identify the applicable youth activities champion for that initiative.
 - b) Direct non-Sait events to the relevant internal Sait contact (for example, Conference Services).

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- c) Provide guidance and support to the youth activities champion, in the case of a SAIT event.
 - d) Require the youth activities champion to complete and submit a Decision Support Package (DSP) to the office, in the case of a registered program or non-registered program.
5. The Youth Initiatives Advisory Committee, chaired by the project manager, strategic youth activities, will review the DSP for a proposed registered program or non-registered program and make a recommendation to the associate vice president responsible for youth activities as to whether or not the proposed youth activity should be approved. That associate vice president will make the final decision.
 6. All approvals must be obtained before planning, participant recruitment, or delivery may begin for the youth activity. Approvals must be obtained in sufficient time to allow for program set-up (including course codes, and CRNs), curriculum development/planning, program sequencing, cost estimates, materials to be purchased or created, program promotion, and for participant registration and waiver forms to be completed and submitted.
 7. A youth activity that recruits for participants and/or that has started delivery before the Youth Initiatives Office has reviewed the activity and the Youth Initiatives Advisory Committee has reviewed and approved the DSP where applicable is an unauthorized activity that is considered personal and not related to SAIT business, and SAIT has no responsibility or liability for that activity. Those responsible for such an unauthorized activity are subject to the provisions of procedure HR.4.4.1 Corrective Action Procedure.

B. Risk Management

1. Registered Programs
 - a) All participants must be registered in a course related to that registered program and that has a Course Registration Number (CRN). The youth activities champion will work with the Youth Initiatives Office to meet this requirement.
 - b) A participant will be issued a SAIT ID number.
 - c) Depending on the nature of the youth activity, the Employee Services Department and the Youth Initiatives Office will provide mandatory staff

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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.

- d) The Youth Initiatives Office will make the youth activities champion aware of all emergency procedures relating to the particular youth activity. The youth activities champion will make employees delivering the program aware of these procedures.
- e) 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.
- f) The Youth Initiatives Office, in collaboration with the youth activities champion, will ensure that participants complete and submit all program documentation, including but not limited to the Registration Form, Youth Information Waiver form, Field Trip Participation form, and the Photo Release form, before the program begins.
- g) Participants and/or their parents/legal guardians must honestly and fully complete all required program documentation. Failure to disclose medical conditions, behavior concerns, physical health concerns or mental health concerns that could affect a participant's ability to participate in the program or that could involve health or safety risks to other participants, the public, any third party or the participant, may result in SAIT immediately withdrawing the participant from and/or cancelling the participant's involvement in the program.
- h) If SAIT or participant's parent/legal guardian determines that the participant's medical conditions, behavior, physical health concerns or mental health concerns warrant it, the participant's parent/legal guardian will retain, at their own cost, an attendant, caregiver or support person (the "support person") to accompany the participant at all times during the program, including during breaks. The parent/legal guardian will notify SAIT of the support person's name before the program starts.
- i) If SAIT determines that the participant's involvement in the program is or is reasonably likely to be disruptive or detrimental to any other participant, the public, or any other third party, SAIT may immediately withdraw the participant from and/or cancel the participant's involvement in the program

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and is not liable for that withdrawal/cancellation or any of its associated costs.

- j) In the case of an emergency, the youth activities champion shall follow the Emergency Communications Protocol set out in Schedule F, an Associated Document to this procedure.
- k) The Youth Initiatives Office will inform SAIT security that the program is occurring at SAIT.

2. Non-Registered Programs

- a) A participant does not require and will not be issued a SAIT ID number.
- b) A contract is required between SAIT and any external organization before the delivery of the program. It may require that that certificates of insurance be shared between SAIT and any external organization involved in the program.
- c) Adult supervisors from the external sponsoring group (for example, a school or a community organization) must accompany the participants at all times for the duration of the program, with a minimum ratio of 1:10 supervising adults to participants.
- d) Depending on the nature of the youth initiative, the Employee Services Department 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.
- e) The Youth Initiatives Office will make the youth activities champion aware of all emergency procedures relating to the particular youth initiative. The youth activities champion will make employees delivering the program aware of these procedures.
- f) 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.
- g) The Youth Initiatives Office, in collaboration with the youth activities champion, will ensure that participants complete and submit all program

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documentation, including but not limited to the Participant Waiver form, Field Trip Participation form, and the Photo Release form, before the program begins.

- h) Participants and/or their parents/legal guardians must honestly and fully complete all required program documentation. Failure to disclose medical conditions, behavioral concerns, physical health concerns or mental health concerns that could affect a participant's ability to participate in the program or that could involve health or safety risks to other participants, the public, any third party or the participant, may result in SAIT withdrawing the participant from and/or cancelling the participant's involvement in the program.
- i) If SAIT or participant's parent/legal guardian determines that the participant's medical conditions, behavior, physical health concerns or mental health concerns, warrant it, the participant's parent/legal guardian will retain, at their own cost, an attendant, caregiver or support person (the "support person") to accompany the participant at all times during the program, including during breaks. The parent/legal guardian will notify SAIT of the support person's name before the program starts.
- j) In the case of an emergency, the youth activities champion shall follow the Emergency Communications Protocol set out in Schedule F, an Associated Document to this procedure.
- k) The Youth Initiatives Office will inform SAIT security that the program is occurring at SAIT.

3. SAIT Events

- a) Depending on the nature of the event, a contract may be required between the external organization and SAIT before the event begins.
- b) A participant is not required to complete registration and waiver forms.
- c) A participant does not require and will not be issued a SAIT ID number.
- d) Depending on the nature of the event, the youth activities champion may be required to accompany the participants while they are on the SAIT campus.
- e) A minimum ratio of 1:10 supervising adults to participants must be maintained throughout the duration of the event.

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- f) Instruction or hands-on activities between or involving the instructor and the participant cannot occur during the event, with the exception of Open House.
- g) In the case of an emergency, the youth activities champion shall follow the Emergency Communications Protocol set out in Schedule F, an Associated Document to this procedure.
- h) The Youth Initiatives Office will inform SAIT security that the program is occurring at SAIT.

4. Non-SAIT Events

- a) A Premise Use Agreement or Facility License Agreement, available from Commercial Services, must be in place between the external organization and SAIT before the event begins.
- b) A participant is not required to complete registration and waiver forms.
- c) A participant does not require and will not be issued a SAIT ID number.
- d) No SAIT instruction or hands-on activities can occur during the event.
- e) The external organization sponsor should review the Planning Checklist for Non-SAIT Events Involving Youth, Schedule G, an Associated Document to this procedure.

C. Cancellation of a Youth Activity or a Participant's Involvement in a Youth Activity

- 1. SAIT may cancel a youth activity at any time prior to or during the activity, for reasons including but not limited to the following:
 - a) Low enrollment or anticipated low participation in the activity.
 - b) SAIT deems the activity to carry an unacceptable or unwarranted risk that it cannot reasonably manage for participants.
 - c) SAIT determines it is not feasible to offer or support the activity.
 - d) Extraordinary situations or circumstances beyond SAIT's control.

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In this situation, the participant may or may not be entitled to receive a refund of fees, either partial or in full, for that activity, depending on the reason for cancellation.

2. SAIT has the right in its sole discretion to withdraw a participant from and/or cancel a participant’s involvement in the activity at any time prior to or during the activity, for reasons including but not limited to the following:
 - a) The participant or the participant’s parent/legal guardian does not complete all required documents, including waivers, registration or consent forms.
 - b) The participant or the participant’s parent/legal guardian fails to disclose medical conditions, behavior concerns, physical health concerns or mental health concerns that could affect the participant’s ability to participate in the activity or that could involve health or safety risks to other participants, the public, any third party or the participant.
 - c) The participant leaves the location at which the activity is being conducted without the prior consent of the program staff or supervising adults. Such departure and any liabilities, losses or costs that result are at the sole risk of the participant and the participant’s parent/legal guardian. SAIT may also refuse to register or allow the participant to take part in future youth Activities.
 - d) The participant breaches SAIT’s policies, procedures or codes of conduct.

In this situation, the participant will not receive a refund of fees.

ASSOCIATED DOCUMENTS

- Schedule A Engaging with Youth Initiatives Guide
- Schedule B SAIT Youth Initiatives External Organizations Inquiry Form
- Schedule C SAIT Youth Initiatives Internal Notification Form
- Schedule D Description of Youth Activities
- Schedule E Decision Support Package (DSP)
- Schedule F Emergency Communications Protocol
- Schedule G Planning Checklist for Non-SAIT Sponsored Events Involving Youth

POLICY/PROCEDURE REFERENCE

- AD.1.12.1 Minors on Campus policy
- AD.1.12.1.1 Minors on Campus procedure

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