

Campus Tour or Field Trip (non-UF Supervision)

The campus tour or field trip checklist is a guide for the university, its DSOs, and its affiliate entities hosting, operating, conducting, sponsoring, or organizing youth activities. The checklist applies to all campus tours or field trips on university property. Youth activities must be authorized by appropriate department/unit leadership prior to initiating or advertising. If the university, its DSO, or its affiliate entities will provide supervision refer to the Campus Tour or Field Trip (UF supervision) checklist.

Campus Tour: A guided tour of any building or space on university property that is hosted by the university, its DSOs, or its affiliate entities. Generally, parents, teachers, or chaperones will provide care, custody, or control (supervision) of minors during campus tours.

Field Trip: A visit to any building or space on university property made by K-12 students alongside teachers for educational enrichment. Generally, parents, teachers, or chaperones will provide care, custody, or control of minors during field trips.

Care, Custody, or Control: Supervision provided by parents, teachers, or chaperones. This means the university, its DSOs, and its affiliate entities will not provide supervision for the minors.

Checklist

Youth Protection Training

Supervision

Parental Consent/Liability Waiver

Minors in Laboratories

Mandatory Reporting of Child Abuse

Youth Protection Training: University faculty, staff, students, and volunteers who will engage in or oversee a youth activity must complete the annual youth protection training prior to the start of the activity, training code YCS800 located in the myTraining system.

Supervision: One-on-one interactions between the university, its DSO, or its affiliate entity faculty, staff, students, and volunteers and minors are prohibited. Adequate staff-to-participant ratios must be maintained by parents, teachers, or chaperones. Please add somewhere in your marketing material, parent registration process, and agreement with the school or organization, "This event requires parents, guardians, teachers, or chaperones to be responsible for the care, custody, or control of youth participants. The University of Florida, its direct support organizations, and affiliate entities will not provide supervision."

Parental Consent/Liability Waiver: The department/unit hosting a campus tour or field trip must obtain written parental consent for all youth participants. Department/unit must store the signed waivers for a minimum of five years. The waivers must be approved by General Counsel, an approved waiver can be located on the Youth Compliance web page. The [sample youth participant form](#) should be used when collecting participant information. The waiver and youth participant forms can be adapted digitally to collect participant information along with parental consents. Only platforms approved by UF IT should be used to collect youth information.

Minors in Laboratories : Environmental Health and Safety (EHS) provide guidance on the limitations in which youth can work and conduct research in laboratories/facilities. If your youth activity will include research in laboratories/facilities complete the [EHS Minors Registration Form](#). EHS will review and approve minors in the lab registration form.

Mandatory Reporting of Child Abuse: Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare is a mandatory reporter under s. 39.201. Upon reporting child abuse, abandonment, and neglect to DCF submit an Incident Report to Compliance and Ethics.

- The role of a reporter is to simply report. Do not attempt to verify or investigate the allegations.

Report abuse to the Department of Children and Families (DCF)

Immediately report the abuse to the DCF via one of the following methods:

- a. Telephone: 1-800-962- 2873 (24-hour hotline)
- b. Fax: 1-800-914-0004
- c. TTY: 1-800-955-8771 or 711 (Florida Relay)
- d. [Online Report](#) (provide gator link email address)
- e. Obtain confirmation number and email

Reporting abuse to the Office of Compliance and Ethics

- a. Notify supervisor of suspected abuse
- b. After reporting child abuse to DCF submit an [Incident Report](#) to Compliance and Ethics within 12 hours of being notified

*If an illness of injury occurs during a youth activity please submit an [Incident Report](#).

Helpful Resources:

[Youth Compliance Contact Form](#)

[Book a Consultation with Youth Compliance](#)

[Youth Compliance and Child Abuse Reporting Policy](#)