

TAAA Event - Youth Protection Plan

Event: _____

Event Dates: Arrive _____, leave _____

Location: _____

TAAA Event Leader: _____

TAAA Program Supervisors: _____

School or Youth Organization: School
Address
Phone
Teacher Contact

Organization Event Leader: _____, Teacher

Description of Event:

This event will be a one-night observing experience for _____ high school students (roster attached) from a _____ school in Tucson. The students will be juniors and seniors ages _____. The school leader is a teacher _____.

The school leader will be accompanied by other (teachers, parents, and guardians). The school will provide all transportation. The group will be fully equipped for residing in the TAAA facilities while at _____ and will provide their own food and drinks. The cost of the program will be _____. The educational program at site will include (i.e. telescopic and non-telescopic observing, lectures and briefings on optics and telescopes).

Minor Protection Practices:

Training: The volunteers have all had Working with Minors training and Advanced training. Background checks have been completed for all TAAA volunteers.

Two-Deep Leadership: The event will be staffed by _____ TAAA volunteers; a sufficient number of TAAA volunteers to provide two volunteers for all site activities involving student-TAAA interaction. Based on the location of telescopes to be used, this will require two volunteer slots at _____. Each slot may be filled by more than one volunteer. Incident forms will be available on-site. Routine event reporting will be completed by the volunteers.

Privacy:

- Restrooms will be assigned to youth and adults and will have signs on the doors designating the 'Adult Only' restrooms.

- Showers are single use and will be able to be locked when occupied, and _____ showers in the _____ building will be assigned as 'Adult Only'.

- Sleeping: youth will be sleeping in rooms assigned ahead of the event by the school in the _____ building. The TAAA volunteers will be housed in in the _____ building. Signs will be posted to restrict the _____ rooms to TAAA volunteers only. The school will be instructed to avoid assigning youth of >2 year age difference.

- The School group adults are _____ (male, female), and will provide appropriate adult supervision.

Safety: A safety briefing will be conducted at site upon school group arrival.

Possible Problems/Avoidance/Management:

1. Groups wanting to use more telescopes than staff prepared for. This can be avoided by having the observing plan worked out in advance. If this situation nevertheless occurs additional telescopes can be operated within a visual radius of planned telescopes.
2. Early absence or early departure of TAAA volunteer or school group teacher. The staffing numbers will allow at least one absence with minimal disruption. Additional TAAA absence will require reduction in the extensive observing activities to assure two deep.
3. Transportation in the event of emergency. The school group will have transportation that does not involve TAAA volunteers. This will avoid TAAA volunteers driving minors. In the event of an emergency involving the transportation of one or some minors, there are sufficient volunteers to retain 2 deep and one teacher to provide gender supervision. The TAAA supervisor or leader can also opt to have all minors transported from in the event one or more must be transported off site.
4. Youth discipline problems. The TAAA documents (TAAA Working with Minors Policy) sent to the school provide clear guidance and pre-event planning with the school group leaders will reinforce these expectations. In the event of disruption of the program, safety or property endangerment, the TAAA supervisor or leader will end the program and set a departure time consistent with participant safety.
5. The TAAA Working with Minors policy has been distributed to the school and TAAA has requested the school's rules for an offsite trip and any rules regarding working with 18 year olds.
6. SITE Rules of Use have been shared with the school leader to distribute
7. A photo release will be obtained from the parents/guardians of each minor.
8. A SITE Non Member Waiver and Release will be obtained from each participant or parent/guardian.

Submitted By:

Date: _____ Board Meeting

Reviewed by TAAA Board _____ Approved:

Date:

Approved with the following revisions: None

Date:

