

# Glossary

## Building Safe Spaces

### A

**Alcohol, Tobacco, and Illegal Drugs**—Using or giving alcohol, tobacco, or other drugs to anyone involved in Extension programming. This activity is prohibited by Extension policy.

### B

**Belonging**—One of the Four Essential Elements of Positive Youth Development volunteers need to consider when working with youth. The other three elements are independence, mastery, and generosity.

**Bullying**—When a person uses repeated words or actions to scare, embarrass, or harm another person's body, feelings, or relationships. This activity is prohibited by Extension policy.

### C

**Child Abuse**—Intentionally harming a youth or creating an unsafe environment. This activity is prohibited by Extension policy.

**Child Sexual Abuse**—Romantic or sexual relationship, contact, or forced activity with a young person. This activity is prohibited by Extension policy.

**Consent**—Words or clear actions that openly show a person who is competent to give informed consent freely agrees to the sexual contact.

### D

**Dating or Domestic Violence**—Involves a pattern of power and control by one intimate partner over another. One of 6 types of sexual misconduct prohibited by UW-Madison policy.

**Discrimination**—Treating someone unfairly based on personal characteristics like race or age. This activity is prohibited by Extension policy.

### E

**Electronic Communications**—Best practice; Text messages, email, social media, phone calls, or other electronic methods of communication may be used in Extension programs. For safe electronic communications: 1) keep communications open; 2) stay focused on program activities; and 3) follow the Rule of Three by communicating with multiple youth and adults and/or a parent or guardian whenever possible.

**Emotional Abuse**—Using words or actions that cause emotional or mental harm to a young person. This activity is prohibited by Extension policy.

### G

**Grooming**—A pattern of words and actions used to lure a youth into a sexual relationship. This activity is prohibited by Extension policy.

## H

**Harassment**—Using words or actions to repeatedly harm or scare another person. This activity is prohibited by Extension policy.

**Hazing**—An activity or action a person is expected to do in order to join a group. It is usually designed to embarrass the person or put them in danger. This activity is prohibited by Extension policy.

**Hostile Environment Sexual Harassment**—Behavior that substantially interferes with one's program participation or creates an intimidating, hostile, or offensive program or education environment. It is illegal and unacceptable behavior. (See also Sexual Harassment.)

## I

**Inappropriate Use of Technology**—Using technology to cause emotional harm or violate privacy. It may make a person feel unsafe. It could include social media posts, texts, or inappropriate pictures. This activity is prohibited by Extension policy.

**Indecent Exposure**—Showing breasts, buttocks, groin, or genitals to someone without their consent. This activity is prohibited by Extension policy.

**Interruptible Activities**—Best practice; If a person sees or hears something happening that may be unsafe, they could stop it. In Extension programs, all activities should be interruptible to protect youth and adults.

**Intimate Partner**—A current or past romantic partner, sexual partner, or spouse.

## N

**Neglect**—Failing, refusing, or not being able to provide for physical needs like food or housing and a safe place for a young person. This does not include poverty. This activity is prohibited by Extension policy.

**Non-Residential Programming**—Programs where youth do not spend the night away from home. (See also Residential Programs or Supervision Ratios.)

## O

**Observable Activities**—A person walking by can easily see or hear what is happening between an adult and a youth. In Extension programs, all activities should be observable to protect youth and adults.

**Out of Program Contact**—Best practice; Volunteers often live and work in the communities where they serve. They may have connections with youth and their families. Those connections with caring adults can benefit youth. However, inappropriate conduct outside Extension programs may lead to dismissal as an Extension volunteer. Behaviors such as grooming, indecent exposure, or sexual assault will lead to dismissal and law enforcement intervention as appropriate.

**Overnight Activities**—Best practice; When Extension programs include overnight activities, youth are temporarily in the care of authorized adults. For safe overnight activities, plan ahead to: 1) get written parent/guardian permission for the youth to participate in an overnight activity; 2) house adults separately from youth who aren't related to them; 3) house youth with other youth of similar age; 4) have two authorized adults conduct room checks together; and 5) make sure separate toilet and bathing facilities are available for males and females. Youth may only

leave an overnight activity with a parent or guardian. Youth or their parent/guardian must tell program volunteers or staff members if they are leaving.

## **P**

**Personal Privacy**—Best practice; Volunteers must respect the privacy of the youth program participants. This is especially important in spaces where youth may be changing clothes or using bathroom facilities.

**Personal Space Bubble**—The open space a person needs around them to feel comfortable. The space each person needs can depend on their culture, comfort level, and how they grew up.

**Physical Abuse**—Hurting someone physically on purpose. This activity is prohibited by Extension policy.

**Physical Contact**—When a person touches another person in any way. Touch may be appropriate or inappropriate. Inappropriate touch is prohibited by Extension policy.

## **Q**

**Quid Pro Quo (“this for that”) Sexual Harassment**—Occurs when submitting to or rejecting this behavior influences program or academic opportunities and decisions. (See also Sexual Harassment.)

## **R**

**Related Retaliation**—An adverse action taken against an individual in response to, motivated by, or in connection with someone’s opposition of sex discrimination, sexual harassment, or sexual violence. One of 6 types of sexual misconduct prohibited by UW-Madison policy.

**Residential Programs**—Residential programs happen over two or more days and youth spend one or more nights away from home. (See also non-residential programs or supervision ratios.)

**Rule of Three**—Best practice; At least three people should be present for programs or communications. The people can be a mix of youth and approved adults (at least 1 approved adult with 2 or more youth or 2 approved adults with 1 youth). This helps keep everyone safe by making activities observable and interruptible.

## **S**

**Search of Personal Property**—Best practice; Create an environment where youth feel safe. If a youth brings a prohibited item to a club meeting, volunteers may NOT search the youth’s property. Decide if safety is an immediate concern. If not, contact the youth’s parent/guardian. If the youth or other participants are in immediate danger, contact law enforcement. When working at an overnight camp or other overnight program, additional rules may apply.

**Sexual Assault**—Sexual contact without consent. This activity is prohibited by Extension policy.

**Sexual Exploitation**—Occurs when an individual attempts, takes, or threatens nonconsensual sexual advantage of someone. One of 6 types of sexual misconduct prohibited by UW-Madison policy.

**Sexual Harassment**—Unwelcome actions or words of a sexual nature that creates an unsafe environment. One of 6 types of sexual misconduct prohibited by UW-Madison policy.

**Sexual Misconduct**—Includes stalking, sexual exploitation, sexual harassment, dating or domestic violence, related retaliation, and sexual assault. These are all prohibited by Extension policy.

**Sexual Violence**—Refers to incidents involving sexual assault, dating violence, domestic violence, stalking, or sexual exploitation.

**Stalking**—A course of conduct that causes a person to reasonably suffer emotional distress or fear for the safety of others. One of 6 types of sexual misconduct prohibited by UW-Madison policy.

**Supervision Ratios**—Best practice; Working safely with a group of youth needs a minimum number of adults. To figure out the right number of adults, look at the type of program (day or overnight) and the ages of participants. This table gives the appropriate supervision ratios for different settings:

Age Group	Situation	Required Ratios * (Adult:Minor)
Age 3-4	Non-Residential Programming	1:4
Age 4-5	Non-Residential Programming	1:6
Age 5-9	Non-Residential Programming	1:10
10+ years	Non-Residential Programming	1:18
10+ years	Non-Residential Programming: All Water Activities, Recreational Sports, and Field Trips	1:10
Age 7-17	Residential or Overnight Programming	1:10
Age 10-17	Residential Programming: Classroom Setting, Transitional Situations	1:18

## T

**Transportation**—Best practice; Extension program participants are responsible for their own travel to and from events with limited exceptions. In some situations, Extension volunteers or staff members need to provide transportation as part of the program. To transport non-related youth, they must do three things: 1) become approved as authorized drivers, 2) get permission from the youths' parents/guardians, and 3) follow the Rule of Three.