



Protection of Non-Student Minors on Campus

I. Introduction

Albany State University (ASU) is committed to maintaining a safe environment that promotes the safety and welfare of all non-student minors that participate in programs held on our campus. ASU offers a variety of camps, clinics, and activities that bring non-student minors onto our campus. These include but are not limited to athletic camps, after school programs, science camps, music, and enrichment programs. These programs are of great educational value and serve to benefit both the institution and the larger community. This policy serves to protect the non-student minors that participate in these programs and preserve the positive impact they have on our community.

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In the event that any information contained within this policy conflicts with any Board of Regents (BOR) policy, the BOR policy controls.

II. Purpose

The purpose of this policy is to assure the appropriate supervision of non-student minors that visit ASU and to set out the appropriate procedures to be followed by non-ASU entities in order to host events that include non-student minors on property owned by or leased by ASU, or in an ASU-sponsored program at other locations. This policy will become effective for programs starting on or after May 1, 2017.

III. Definitions

Minor – A person who is less than eighteen years of age and, for purposes of this policy, who is not enrolled as a student at ASU and who is not employed by ASU.

Authorized Adult or Program Staff – A person, paid or unpaid, who may have direct contact, interact with, treat, supervise, chaperone, or otherwise oversee minors. This definition does not include temporary guest speakers, presenters, or other individuals who have no direct contact with program participants other than short-term activities supervised by program staff; or individuals whose only role is as a participant in the education, services, or programs offered.

Authorized Program – A program, activity, or service operated or sponsored by ASU institution or by a non-ASU entity using the institutional facilities during which agents, employees or volunteers of ASU or non-ASU entity are responsible for the care, custody, or control of participating minors, rather than their parents or guardians. For purposes of this policy, authorized programs do not include events that are open to the general public and that minors may attend at the sole discretion of their parents or guardians or Institutional Review Board (“IRB”) supervised research activities.

Mandatory Reporter – A person who is required by Georgia law to report suspected child abuse to the appropriate authorities. Mandatory reporters include but are not limited to faculty/teachers, administrators, counselors, social workers, psychologists, law enforcement personnel, and other persons who participate in providing care, treatment, education, training, supervision, coaching, counseling, recreational programs or shelter to minors. Mandatory reporters whose communications would otherwise be legally privileged are required under Georgia law to report suspected child abuse.

Child Abuse – Physical injury or death inflicted upon a child by a parent or caretaker thereof by other than accidental means; neglect or exploitation of a child by a parent or caretaker thereof; sexual abuse of a child; or sexual exploitation of a child.

Institution Facilities – Buildings, structures and improvements of all types, outdoor areas, campus grounds, and athletic venues owned or leased by ASU.

Program Administrator – The person(s) who has primary and direct operational responsibility for managing an authorized program.

Direct Contact – includes, but is not limited to care, custody, and control of the non-student minor and/or frequent or sustained contact, and/or interactions with the intent to develop a mentoring relationship between an individual and non-student minor(s).

IV. Policy

In accordance with Board of Regents policy regarding Implementing Procedures of the Protection of Non-Student Minors Policy, ASU has established the following guidelines and procedures to address the safety of non-student minors on campus.

V. Implementing Procedures

Code of Conduct

ASU must maintain a Code of Conduct for program staff and volunteers that addresses appropriate behavior and prohibited conduct when interacting with minors. This code should include the general prohibition against being alone with minors. Each program staff and volunteer must agree to abide by and sign the Code of Conduct. Training should be provided on the Code of Conduct. Signed Codes of Conduct must be on file for each program.

Program Registration and Authorization

ASU is responsible for establishing and maintaining a registry of all authorized programs that host non-student minors. All parties interested in hosting a program that includes non-student minors on property owned by or leased by ASU, or in an ASU-sponsored program at other locations must complete and submit the program registration form.

All programs must be registered within sufficient time to meet the requirements of this policy. Programs must be registered annually. This includes institution sponsored as well as third party programs.

Programs where participants are non-student minors must be authorized or approved through the institutions designated system which is consistent with USG policies.

Background Investigations & Screening

ASU shall conduct background investigations and appropriate screening of all authorized adults, volunteers or program staff working in ASU-sponsored authorized programs that host non-student minors in accordance with USG Human Resources Administrative Practice Manual: Background Investigation (HRAP Background Investigations). Personnel in charge of screening volunteers should be aware of the inherent limitations of background checks and should seek to utilize other screening methods, when possible, to include in-person interviews and reference checks.

Non-ASU entities using institutional facilities for authorized programs that host non-student minors are required to acknowledge that they have conducted appropriate screening and background investigations and that the results and methods are sufficient to meet institutional standards prior to the start of the authorized program. The cost of the screening and background investigations are to be borne by the non-ASU entity.

Each authorized adult or program staff must undergo a background investigation at least once every three years. Procedures for appropriate background investigations are found in the Human Resources Administrative Practice Manual: Background Investigation.

Program Requirements

Prior to a program being authorized, the ASU program sponsors must have properly considered the following and are appropriate for the specific activity.

- 1) Qualification of personnel leading and supervising the program.
- 2) Screening and background checks of staff and volunteers.
- 3) Supervision ratios.
- 4) Safety and security planning
- 5) Response protocols for injury, illness, participant misconduct and staff misconduct
- 6) Transportation needs, if any.
- 7) Housing needs, if any.
- 8) Participation requirement forms.
- 9) Licensing requirements of state and federal agencies.

Training

ASU shall maintain a training program that addresses mandatory reporting and protection of youth requirements responsibilities and expectations, relevant institutional policies, safety and security procedures, and Staff Code of Conduct.

- 1) Topics to be included are:
- 2) Purpose and mission of the camp
- 3) How to maintain a positive, respectful, and encouraging environment
- 4) The planned schedule of activities
- 5) Assignments and responsibilities of staff
- 6) Preventing bullying, hazing, or sexual harassment
- 7) Staff Code of Conduct
- 8) Participant Code of Conduct
- 9) Volunteer Code of Conduct
- 10) Cell phone and electronics policy
- 11) Maintaining constant supervision
- 12) Safety and security protocols
- 13) Social Media and privacy rules
- 14) Reporting and responding to incidents of misconduct
- 15) Detecting and reporting suspected abuse
- 16) Resolving conflicts between participants

Participant Orientation

Each program must provide an orientation session for program staff and participants, as may be appropriate, which may include the following.

- 1) Program Schedule
- 2) Rules and regulations
- 3) Safety plans and procedures
- 4) Expectations as to appropriate conduct
- 5) How to report problems or concerns

Safety and Security Training

Each camp or program should ensure appropriate safety and security planning for youth programming to minimally ensure that:

- 1) Risks associated with specific activities are identified and addressed to include special events, trips, competitions, and water safety.
- 2) Safety and security protocols are in place to include a requirement of constant supervision, taking and retaking attendance and maintaining, as needed, an attendance log.
- 3) There is a lost child protocol in place.
- 4) Appropriate camp-to-counselor ratios are maintained with consideration of age and activity.
- 5) Guest visitation rules are in place.
- 6) Check-in and check-out procedures are in place.
- 7) Prescription and other medication procedures are in place.

Facility Use Forms & Agreements

All non-ASU entities that are allowed to use ASU facilities for authorized programs that host non-student minors must comply with this policy. The non-ASU entity is required to certify via a binding written agreement that each adult, volunteer or staff has been the subject of an appropriate background check with satisfactory results and that each has been properly trained on youth safety and protection of non-student minors. The lease agreement must be on a form approved by the USG.

Insurance – Third party organizations

The non-ASU entity shall, at its own cost and expense, obtain and maintain Commercial General Liability Insurance and is required to provide proof of such insurance at least forty-eight (48) hours prior to using the ASU facility.

VI. Exceptions

- 1) Services provided by the institution's health clinic;
- 2) Events or performances on campus that are open to the general public and which minors attend at the sole discretion of their parents or guardians;
- 3) Private or personal events that occur on campus to include weddings, birthday parties, etc.
- 4) Student participating in intercollegiate activities, i.e., athletics, visual and performing arts
- 5) Minors on campus for the purpose of recruitment by the University, i.e., campus tours and open house, admissions visits and tours.
- 6) Minors on campus for the sole purpose of official athletic visits/prospects provided rules and regulations outlined by the NCAA are met.
- 7) Services provided by the institution's health clinic

The above groups are exceptions to the registry process; however, all staff and volunteers who have contact with the minor participants must complete minors training. A Post Event Summary Forms must be completed and submitted to the Compliance Office for recruitment activities and campus tours to provide data as to the number of minors participating in programs on campus. This included participants only and not guests to these events/programs.

Office of Institutional Research and Sponsored Programs (IRB) must be registered individuals having direct contact with students. Should one-on-one contact between the research and subject be a part of the program, the contact should be in an open and visible area and not an office behind closed doors.

Generally, speakers, presenters, exhibitors, registration/logistics volunteers, exam proctors, scorekeepers, clock operators, and competition judges are not considered to have direct contact with minors; thus, are exempt from the minors training requirement.

VII. Applicability

ASU Campus Community
ASU Faculty and Staff

VIII. Accountability

Albany State University Office of Auxiliary Services

IX. Records Retention

USG Records Retention Schedule Number 0472-05-004

Applications, enrollment records, progress reports and assessments, immunization records; parental consent forms, activity records and list of attendees should be maintained until three (3) years after participants reach the majority age of 18.

X. Contacts

Albany State University Director of Auxiliary Services
Albany State University Events/Scheduling Coordinator

XI. References

Board of Regents (BOR) Policy 6.9 Programs Serving Minors

<https://www.usg.edu/policymanual/section6/C2662>

Board of Regents (BOR) Organizational Effectiveness, Implementing Procedures

https://www.usg.edu/audit/compliance/programs_serving_minors/implementing_procedures

Board of Regents (BOR) Policy 6.14.2

https://www.usg.edu/policymanual/section6/C2687/#p6.14.2_by_unaffiliated_outside_parties

USG Programs Serving Minors Resource Page

https://www.usg.edu/audit/compliance/programs_serving_minors/about_programs_serving_minors

USG Background Check Requirements

https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Background_Investigation_Employment.pdf

State Licensing Requirements

<https://www.dec.state.ga.gov/CCS/Exemptions.aspx>

National Sex Offender Registry

[https://www.nsopw.gov/\(X\(1\)S\(21ipro5oresm4t0ganunkxib\)\)/?AspxAutoDetectCookieSupport=1](https://www.nsopw.gov/(X(1)S(21ipro5oresm4t0ganunkxib))/?AspxAutoDetectCookieSupport=1)

Records Management and Archives, University System of Georgia

https://www.usg.edu/records_management/schedules/925

Last Update

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