

**Policy Number:** 12.01  
**Policy Title:** Minors on Campus  
**Responsibility:** Vice President for Business & Finance  
**Effective Date:** 04/10/2017  
**Review Date:** Annual

**Affected Stakeholders:**

- Alumni     Faculty     Staff     Vendors/Contractors     Campus Visitors  
 Students     Other:

**Exclusions:** The administrative requirements of this policy do not apply to programs or activities involving registered students at Georgia Southwestern State University who are minors, minors who are employed at the University (unless the minor employee will be working in a program in which non-student minors are participants), minors participating in Institutional Review Board (IRB)-approved research, patient care related activities pertaining to minors at the University managed health care center, 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, and private or personal events that occur on campus to include weddings, birthday parties, etc. Further, this policy excludes non-residential field trips to campus which are supervised by a minor’s school or organization and do not involve overnight lodging.

**1.0 Policy Purpose**

The purpose of this policy is to protect any non-student minors who are participating in Georgia Southwestern State University sponsored programs, or in programs operated by outside entities that are authorized to be held on University property or in University facilities.

Georgia Southwestern offers a variety of athletic camps and/or clinics, math tournaments, classes, activities, and pre-school programs, which bring non-student minors onto campus. These activities occur throughout the year, but are more abundant during the summer. These programs and/or activities are of great educational value and benefit not only to our institution, but also the community. These programs and/or activities provide our institution the opportunity to educate and mentor minors in our rural population and introduce them to our campus in a positive and significant way.

The safety and well-being of these minors to our campus is of the utmost importance. Georgia Southwestern State University is committed to adopting best practices that will provide a safe and healthy environment for all who participate, volunteer or work in these programs and/or activities. This policy requires university affiliated and non-university affiliated groups providing programs for minors to implement controls designed to enhance the protection of all non-student minors while on our campus. All University students, faculty, staff, and any other individuals involved in programs with non-student minors on campus are responsible for understanding and complying with this policy.

**2.0 Policy Definitions**

### **2.1 Affiliated Groups**

Groups or organizations possessing an official tie with the University and that are formally recognized by the University as a University group. Affiliated groups include Georgia Southwestern State University recognized student organizations, University departments and divisions, and other college related organizations.

### **2.2 Authorized Program Personnel**

Any person, paid or unpaid who has direct contact with, supervises, chaperones or otherwise oversees non-student minors in program activities or recreational, and/or residential facilities. This includes but is not limited to faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, and independent contractors/consultants. Authorized program personnel roles may include, but are not limited to, positions as counselors, chaperones, coaches, teachers, instructors, etc. Generally, speakers, presenters, exhibitors, registration/logistics volunteers, scorekeepers, clock operators, competition judges, campus tour guides, etc., functioning solely in these roles, are not considered authorized personnel for purposes of this policy since they do not have care, supervision, custody or control of non-student minors.

### **2.3 Child Abuse**

An injury or pattern of injuries to a minor that is non-accidental. Child abuse includes sexual abuse, physical injury or neglect.

### **2.4 Direct Contact**

Providing care, supervision, custody, control of, or having routine interaction with, minors.

### **2.5 Employee**

An individual who performs personal services for the Institution where the Institution has the right to control and direct the individual who performs the services, not only as to the result to be accomplished, but also as to the details and means by which that result is to be accomplished, and the individual is monetarily compensated for doing so. Examples of employees include faculty, credit or noncredit primary course instructors, contract-classified staff, hourly employees, professional staff, student workers, etc.

### **2.6 Mandated Reporter**

Any individual defined in O.C.G.A. §19-7-5 (2016) who has reasonable cause to believe that suspected child abuse has occurred and is required by Georgia law to report the suspected child abuse to the appropriate authority(ies).

### **2.7 Minor**

Any person under age 18.

### **2.8 Non-Student Minor**

Minors who are not registered students at Georgia Southwestern State University.

### **2.9 Non-Affiliated Groups**

Groups or organizations which have no official tie with the University nor are recognized by the University as an official group. Non-affiliated groups with members employed by or studying at the University are still considered non-affiliated. Non-affiliated groups are commonly referred to as "third-party organizations" for which Georgia Southwestern State University possesses no direct formal control.

### **2.10 Programs**

Activities and events offered by various academic or administrative units of the university, or by non-university groups using university property or facilities. Examples of programs include, but are not limited to, workshops, athletic camps/clinics/tournaments, academic camps/tournaments/competitions, conferences, preschool events, after-school programs, etc. which bring non-student minors to campus.

### **2.11 Program Staff**

Any individual associated with the program who has been assigned a particular role or responsibility related to any administrative or non-administrative function, service, oversight, or activity pertaining to the program that may or may not include direct contact with non-student minors. Program staff include both authorized program personnel and volunteers.

### **2.12 Volunteer**

Any person working in an unpaid capacity in an activity or program with minors, including students participating in practicums or internships.

## **3.0 Policy Statements**

- 3.1** Programs and/or activities involving minors on campus must be registered with the university through the Office of Reservations. On-going programs must register annually.
- 3.2** University affiliated groups utilizing university property or facilities to host programs and/or activities involving non-student minors must comply with all terms and conditions of the *Georgia Southwestern State University's Facilities Scheduling Policies and Procedures* agreement.
- 3.3** Non-affiliated groups utilizing university property or facilities to host programs and/or activities involving non-student minors must comply with all terms and conditions of the *University System of Georgia License Agreement for Short Term Use of Campus Facilities* and *Georgia Southwestern State University's Facilities Scheduling Policies and Procedures* agreement.
- 3.4** The Program Director shall be responsible for considering and making appropriate arrangements for the following, consistent with the requirements of this policy:
  - Training requirements;
  - Proper screening and background checks for staff and volunteers;
  - Safety and security planning;
  - Response protocols for injury, illness, participant misconduct, and staff misconduct;
  - Transportation needs;
  - Housing needs;
  - Medical care, emergency medical service coverage, and proper administration of prescription and over-the-counter medication; and
  - Licensing requirements of local, state, and federal agencies
- 3.5** After the program is registered, the Program Director will be required to ensure that all planned program staff complete background checks and training as required by this policy. The Program Director shall ensure that all program staff promptly provide any documentation necessary to complete this step to the Office of Human Resources.
- 3.6** For all programs, the Parent or Legal Guardian and Non-Student Minor must execute an Assumption of Risk, Release of Claims, Indemnification, and Hold Harmless Agreement form provided by Georgia Southwestern State University (available on the university's website). Program Directors must submit these forms to the Director of Auxiliary Services.
- 3.7** Program Directors shall obtain and retain medical information and emergency contact information (including the name, address and phone number of the emergency contact) for all program participants.
- 3.8** Program Directors are required to ensure the following minimum supervision ratios (authorized program personnel to non-student minors), established by the American Camp Association, are maintained:

<b>Participant Age</b>	<b>Number of Authorized Program Personnel</b>	<b>Number of Non-Student Minors Residential Programs</b>	<b>Number of Non-Student Minors Non-Residential Programs</b>
0 – 5 Years of Age	1	5	6
6 – 8 Years of Age	1	6	8
9 – 14 Years of Age	1	8	10
15 – 17 Years of Age	1	10	12

**3.9** For those programs requiring the use of university residential facilities, the following standards are required:

- 3.9.1** Programs must acquire written permission from the non-student minor’s parent or guardian for the non-student minor to reside in university housing;
- 3.9.2** A curfew time which is age-appropriate for non-student minors must be established and enforced by authorized program personnel. The curfew shall in no case exceed midnight.
- 3.9.3** In-room visitation must be restricted to non-student minors of the same gender.
- 3.9.4** The program must comply with all University Housing policies and procedures including but not limited to security measures and safety protocols.
- 3.9.5** Programs must require authorized program personnel to reside in university housing with non-student minors in accordance with the supervision ratios defined in Section 3.8 of this policy.

**3.10** All authorized program personnel must have a completed Background Check and training (defined in Sections 3.10 of this policy), regarding non-student minors on campus before they begin working with the non-student minors at Georgia Southwestern State University.

- 3.10.1** For university affiliated groups sponsoring programs serving non-student minors, background checks shall be conducted in accordance with the University System of Georgia and Georgia Southwestern State University Background Investigation Policy.
- 3.10.2** For university affiliated groups sponsoring programs serving non-student minors, background checks will be administered by the Office of Human Resources at the expense of the applicable university department associated with the program.
- 3.10.3** For non-affiliated/third-party groups using institutional facilities pursuant to a facilities use agreement, it is the responsibility of the Program Director of the group to ensure that all authorized program personnel have received sufficient background screening and training. The university reserves the right to randomly select non-affiliated/third party groups to check that proper background screening and training is being conducted by the program.
- 3.10.4** For university affiliated groups sponsoring programs serving non-student minors, it is the responsibility of the Program Director or the Program Director’s designee, to ensure that each authorized program personnel participating in the program has submitted the request for background check information and has subsequently received clearance to participate in the program.
- 3.10.5** For university affiliated groups sponsoring programs serving non-student minors, individuals whose background checks have not received clearance from the university will not be permitted to work, volunteer, or engage in any activities associated with the program.

- 3.11** All authorized program personnel are required to complete (for on-going programs), or to have completed (non on-going programs) annual training on the conduct requirements of this policy, on protecting participants from abuse and neglect, and on the appropriate reporting of incidents of improper conduct regarding minors.
- 3.11.1** The training content must include, at a minimum, information about responsibilities and expectations for authorized program personnel; policies, procedures; and enforcement; appropriate crisis/emergency responses, including how to request local emergency services and how to report suspected child abuse; safety and security precautions; addressing medical emergencies; confidentiality issues with minors; and university responsibility/liability (for university affiliated groups).
  - 3.11.2** For university affiliated groups sponsoring programs serving non-student minors, all training shall be conducted or approved by the Office of Human Resources, 1<sup>st</sup> Floor, Sanford Hall, (229) 931-2000.
- 3.12** Program staff, volunteers and authorized program personnel must make all reasonable efforts to ensure the safety of non-student minors participating in programs or activities covered by this policy, including removal of non-student minors from dangerous or potentially dangerous situations.
- 3.12.1** All authorized program personnel must report child abuse and neglect to the Georgia Division of Family and Children Services (DFCS) Child Protective Center by calling 1-855-422-4453. Reports are taken 24 hours a day; 7 days a week.
  - 3.12.2** Any authorized program personnel or other mandated reporter under Georgia law who has reasonable cause to believe that suspected child abuse has occurred, shall immediately report the suspected abuse to GSW's Department of Public Safety and the appropriate supervisor or program administrator who is able to take immediate action. GSW further expects that any other GSW employee, whether a mandated reporter or not, will also appropriately report suspected child abuse. The institution must ensure that the Division of Family and Children Services is notified of the suspected abuse immediately and in no case later than 24 hours after the authorized adult or program staff (or other reporter) first had reasonable cause to suspect the abuse.
  - 3.12.3** The University will not retaliate against any individual who reports reasonable belief that a non-student minor has been abused or neglected.
- 3.13** The following standards of conduct apply to all program staff, volunteers, and authorized program personnel. All program staff, volunteers and authorized program personnel participating in programs or activities covered by this policy must not:
- Have direct contact with non-student minors in seclusion. When feasible, there should be two or more authorized program personnel present during the programs and/or activities when non-student minors are present;
  - Enter a non-student minor's room, bathroom facility, or similar area when that non-student minor is staying overnight in University housing except under emergency circumstances or approved programming conditions, and only in the presence of two or more authorized program personnel;
  - Share accommodations with non-student minors with the exception of the minor's parents or guardian sharing accommodations with their own child(ren);
  - Shower, bathe, or undress with or in the presence of non-student minors;
  - Engage in abusive conduct of any kind toward or in the presence of a non-student minor;

- Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any non-student minor;
  - Pick up non-student minors from or drop off non-student minors at any location in an automotive form of transportation, except as specifically authorized in writing by the non-student minor's parent and/or legal guardian, in which case, two authorized program personnel must be in the vehicle;
  - Provide alcohol or illegal drugs to any non-student minors. This also includes administering prescription drugs or any medication to a non-student minor unless specifically authorized to do so in writing by the parent and/or legal guardian as being required for the non-student minor's care or emergency treatment and only as defined in Section 3.7.2 of this policy; and
  - Expose the non-student minors to sexually explicit materials including but not limited to pornography, obscene messages, gestures, etc. whether print or electronic;
  - Possess or use alcohol or drugs;
  - Tolerate, facilitate or engage in hazing or bullying of any kind.
- 3.14** If an allegation of inappropriate conduct is made against a program staff member, the individual shall be restricted from any further participation in the program until Georgia Southwestern State University receives notice that such allegation has been resolved.
- 3.15** Georgia Southwestern State University employees who violate this policy will be subject to discipline, up to and including termination from employment. Other individuals, e.g. authorized program personnel or volunteers, who violate this policy may be restricted or banned from participation in any further Georgia Southwestern State University programs.
- 3.16** Non-student minors participating in programs must comply with all applicable federal, state and local laws and/or ordinances, and all University rules and regulations.
- 3.17** Program staff shall develop and provide to non-student minors and their parent or guardian rules and disciplinary measures applicable to the program. The conduct rules must define a serious disciplinary problem as one in which program staff determines that a non-student minor is engaging in inappropriate behavior that includes, but is not limited to, the following:
- Actions which place the non-student minor, other non-student minors, or program staff member's safety in jeopardy;
  - Physical, emotional, or electronic harassment/harm against self, or others; fighting;
  - Vandalism or destruction of University property;
  - Theft of University property or the property of any individual;
  - Consistently disrupting the program;
  - Possession of alcohol, drugs, or weapons;
  - Facilitating or engaging in hazing or bullying of any kind
- 3.18** The conduct rules must state that serious disciplinary problems and violations of University rules and regulations may result in immediate dismissal from the program.
- 3.19** Generally, transportation to and from the program is the responsibility of the affiliated or non-affiliated group, parent or guardian, or licensed non-student minors.
- 3.20** All licensed drivers operating automobiles on campus must abide by all laws governing the operation of an automobile and all University Department of Public Safety policies and regulations.

#### **4.0 Procedures**

- 4.1 Affiliated and non-affiliated groups wishing to conduct programs/activities involving non-student minors on campus must submit a registration form through the Office of Reservations. On-going programs must register annually.
- 4.2 Upon University approval, affiliated groups must follow the guidelines defined in the *Georgia Southwestern State University Facilities Scheduling Policies and Procedures* form.
- 4.3 Upon University approval, non-affiliated groups must execute the *University System of Georgia License Agreement for Short Term Use of Campus Facilities* and follow the guidelines defined in the *Georgia Southwestern State University Facilities Scheduling Policies and Procedures* form.

## 5.0 Supporting Information

- 5.1 *Board of Regents Policy Manual*, Section 12.9, Programs Serving Minors, <http://www.usg.edu/policymanual/section12/C2565>
- 5.2 *Georgia Southwestern State University Facilities Scheduling Policies and Procedures* form
- 5.3 *University System of Georgia License Agreement for Short Term Use of Campus Facilities*, [http://www.usg.edu/assets/audit/documents/USG\\_License\\_Agreement.pdf](http://www.usg.edu/assets/audit/documents/USG_License_Agreement.pdf)
- 5.4 *University System of Georgia Background Investigation* [http://www.usg.edu/hr/manual/background\\_investigation](http://www.usg.edu/hr/manual/background_investigation)
- 5.5 *American Camp Association Supervision Ratios*, <http://www.acacamps.org/resource-library/accreditation-standards/aca-standards-relate-staff-screening-supervision-training>
- 5.6 *Official Code of Georgia Annotated §19-7-5 (2016)* <http://www.legis.ga.gov/en-US/default.aspx>

**Approved By:** President's Cabinet

**Approval Date:** 04/10/2017

### Revisions:

5/15/2017 - Revised to include the following exclusions recommended by the System Office: "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, and private or personal events that occur on campus to include weddings, birthday parties, etc. Further, this policy excludes non-residential field trips to campus which are supervised by a minor's school or organization and do not involve overnight lodging."

– By the President's Cabinet

5/15/2017 - Section 3.1 and Section 4.1 modified to require registration through the "Office of Reservations". – By the President's Cabinet.