

## **Protection of Non-Student Minors**

Albany State University and the Board of Regents of the University System of Georgia have adopted policies and procedures relative to the interaction of non-student minors on campus. The purpose is to assure that appropriate policies and procedures for the supervision of non-student minors that visit the ASU campus are identified and to set out the appropriate procedures to be followed by both ASU and non-ASU entities in order to host events which include non-student minors on property owned, operated or managed by Albany State or in any ASU sponsored program at other locations. This policy became effective for programs starting on or after May 1, 2017 and continues to be revised as appropriate.

The Albany State University policy may be found on the ASU Legal Affairs web page (imbed this link <https://www.asurams.edu/legal-affairs/protection-of-non-student-minors.php>)

The Board of Regents policy is located in the Board of Regents Policy Manual Section 6.9, (imbed this link [https://www.usg.edu/organizational\\_effectiveness/programs\\_serving\\_minors](https://www.usg.edu/organizational_effectiveness/programs_serving_minors))

## **Definition of a Minor**

- Any child under the age of 18 who is not currently enrolled at ASU, but who is on the ASU campus for any type of instructional program involving key use of facilities, i.e., recreational, academic classrooms, student center and any physical educational facility, indoors or outdoors. Programs such as athletic camps, after school programs, science camps, music and other enrichment programs. The program may be a residential or overnight camp or a commuter day camp.
- Summer camps, academic enrichment programs, visual and performing arts groups where participants are minors, third party rentals of facilities to outside organizations to host programs/events on campus.

### **Compliance**

- All events sponsored by ASU, meaning that any program, camp or event in which the funds for the operation of the program, whether by grant, registration fees, sponsors, etc. are deposited into the University account and for which the University is responsible for payment of all expenditures related to that activity.
- Third party groups are required to comply with the basic policy and procedure but are not mandated to use the documents to gather information as are ASU sponsored activities. Third party activities are those programs that are operated by an individual or group who are not, for purposes of the camp operation, employed by the University, i.e., an employee has a personal camp and said employee is responsible for all operations of the camp and assumes liability for all camp activities. Third party organizations are required to enter into an agreement with the University in order to use facilities on campus. The initial contact to host a program on the ASU campus where minors participate is with the Events Coordinator at 229-500-2885 or via email at [Shanice.howard@asurams.edu](mailto:Shanice.howard@asurams.edu). The Events Coordinator will provide the appropriate documents for submittal to host an event on campus.

### **Exemptions**

- Private or personal events such as weddings, birthday parties, family reunions.
- Services provided by the institution's health clinic.
- Students participating in intercollegiate activities, such as athletics and visual and performing arts.
- Programs/events open to the public for which tickets are sold for attending.

### **Required Program Registry**

- ASU is responsible for establishing and maintaining a registry of all authorized programs that host non-student minors. All persons 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 the program registration form and follow these policies outlined in the Summer Camp/Program Manual for the Protection of Non-Student Minors.
- The University must ensure that special care is taken to provide the appropriate levels of care and supervision for summer camps or activities is commensurate with the policies outlined in the Summer Camp Manual.
- The Board of Regents mandates that the registry and appropriate document be on file in the Compliance Office for the Protection of Non-Student Minors.
- Directors/sponsors will be held accountable for the training for all paid and volunteer staff of the activity.
- Register the program at (imbed this link <https://app.smartsheet.com/b/form/1a04581dade44abbb8701298f83b7819>)

### **Expectations of the Program Director/Sponsor**

- That all annual training requirements for paid and volunteer staff have taken place and documentation are on file to that effect.
- That the appropriate requests for use of and reservation of facilities has been entered into 25Live and that confirmations have been received. Priority given to ASU sponsored camps.
- That a reasonably safe environment is provided for participants, i.e., qualified counselors are employed, background screenings have been done, ensure that those driving to the event have a valid license to operate the type of vehicle used and that it is registered to be on campus.

- Ensure that parents are aware of the type of activities in which the child will participate to include known risks, provide safety instructions.
- The director/sponsor shall be responsible for ensuring that all paid and volunteer staff are trained relative to the Protection of Non-Student Minors Policies either by attending training session provided by the Events Office or using the Summer Camp Manual as a guide and personally providing the training.
- That the ratio of camper to chaperone is compliant with those set forth by the American Camp Association.

**Standards for residential camps are:**

- One staff member for every five campers ages 4 and 5
- One staff member for every six campers ages 6 to 8
- One staff member for every eight campers ages 9 to 14
- One staff member for every ten campers ages 15-17

**Standards for day camps are:**

- One staff member for every six campers ages 4 and 5
- One staff member for every eight campers ages 6 to 8
- One staff member for every ten campers ages 9 to 14
- One staff member for every twelve campers ages 15 to 17.

**Essential Requirements for Ensuring the Program is Compliant**

- There is a purpose and mission of the camp.
- All ASU Protection of Non-Student Minors Policy Training is completed.
- Mandatory Report and Title IX training is completed.
- A positive, respectful and encouraging environment is maintained during the program.
- There must be a planned schedule of activities.
- There is a division of assignments and responsibilities of staff.
- A plan to prevent bullying, hazing or sexual harassment is in place.

- There is a written cell phone and electronics policy. Social media and privacy rules are in place.
- Constant supervision is maintained from drop off to pick up.
- There is a process for reporting and responding to incidents of misconduct.
- A participant orientation must be held. Items to include are program schedule, rules and regulations, safety plans and procedures, expectations as to appropriate conduct and how to report problems or concerns. At the end of the orientation participants must sign and agree to abide by the Participant's Code of Conduct. Copy kept on file.
- Background checks are completed by the ASU Human Resource Department.
- If required, a DECAL (Georgia Department of Early Care and Learning, exemption request has been filed and granted. A copy of the exemption must be sent to the Compliance Office and posted. Note: For all ASU Sponsored programs, the Events Office has an exemption certificate on file.
- An employee/volunteer orientation is held prior to the start of the program to include detecting and reporting suspected abuse and how to resolve conflicts between participants. At the end of the orientation, each staff member, paid or volunteer, must agree to abide by and sign the Employee Code of Conduct. Copy kept on file.
- Emergency procedures to include, fire, inclement weather, accident, active shooter, etc. are written, discussed at orientation and available for review by parents if requested.
- Safety and security protocols are in place that cover risks associated with specific activities; taking and retaking attendance and maintaining an attendance log; lost child protocol; appropriate camp-to-counselor ratios; guest visitation rules where permitted, check in and check out procedures, and prescription and other medication procedures.
- The Emergency Locator document, as provided in the Camp Manual, is completed and sent to the ASUPD.

- If this is a residential camp that all Housing forms have been completed and sent to the Events Office for processing. The Events staff will serve as the liaison between the requestor and housing.
- Inform the parents/guardians that Albany State University does not provide accident or medical insurance for camp participants.
- Inform parents that this activity is not a legally licensed child care facility. This notice must be on the registration form and acknowledged by the parent/guardian when registering the student for the program.
- Arrange for all catering/food services required through the dining contractor on campus at the time of the camp.
- Ensure that the drop-off and pick-up area is safe and that there is a well-defined process as to where, how, when and who may pick up or drop off participants.
- Complete the Post Event Summary Report and submit it to the Events Office, Camp Manual, Appendix 11.
- Use the Non-Student Minors Program Checklist to keep on track.
- Records retention of all forms, documents, etc. must be housed in a department file accessible from year to year regardless of whether the previous director is currently employed at the University.
- All documents relative to minors on campus must be retained for 10 years or three (3) years after the participant reaches 18 years of age.
- **Inform all staff that there is NO One-on-One contact with participants. Always work in groups of two or more. Communicate via social media posts and emails directed to all parents/participants. No individual phone calls or emails between an employee and a camper. See the ASU Two Rule.**

## **Training**

- All principal investigators, directors, supervisors or managers of any program where minors are participants must complete the mandated training annually. This includes Boot Camps and online training relative to Protection of Youth and Mandatory Reporting. Training is scheduled and managed by the Auxiliary Services Events Office.
- All paid and volunteer staff must complete the annual online training courses relative to the Protection of Minors and Mandatory Reporting.

## **Important Take Aways!**

- *All training must be completed and documents on file prior to the start of any camp, program or event where minors attend.*
- Directors/sponsors will be held accountable for ensuring that all documents and training are completed and evidence of such is on file.
- The Compliance Office will be performing internal audits of each program to ensure that what we say we are doing is actually being done! Use the check lists to stay on track. Complete the forms and submit them in a timely manner.

## **Resources**

- The Auxiliary Services Events Office is the Compliance Office for Albany State University. Any questions may be directed to that office—Martha Snow, 229-500-2884; [martha.snow@asurams.edu](mailto:martha.snow@asurams.edu).
- A Summer Camp/Program Manual for the Protection of Non-Student Minors may be found on the Auxiliary Services web page <https://www.asurams.edu/fiscal-affairs/auxiliary-services/events/index.php>.
- Templates for all approved forms to be used to conduct a camp/activity at ASU are included in the Summer Camp Manual and may be duplicated as needed.

- The Albany State University Employee Handbook, the Human Resources Department, Budget Office, affiliated grants office and Title IX office.
- Board of Regents Policy 6.9 – Programs Serving Minors
- USG Programs Serving Minors Resource Page
- USG Background Check Requirements
- State Licensing Requirements
- National Sex Offender Registry

### **ASU Contacts**

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