

# Policy 115: Minors on Campus

## Clarification of Policy and Administrative Procedure

Approved by President's Council March 23, 2017

UVU Policy 115 *Minors on Campus* was approved by the Board of Trustees on October 12, 2016. Since then, questions have arisen about whether all volunteers who are assisting with events attended by minors must be background checked. The purpose of this document is to clarify this issue and to provide direction to programs that are "specifically designed for minors as the participants," as defined in Policy 115, section 3.10.

### **Definition of "Program" Clarified**

In Policy 115, section 3.10, "Program" is defined as follows: "For the purpose of this policy, a program, service, or activity specifically designed for minors as the participants that is offered on or off campus by the University or by non-university groups using university facilities. This includes but is not limited to instruction, student activities, workshops, sports camps, academic camps, conferences, pre-enrollment visits, or similar activities. This does not include regularly scheduled university courses or single performances or events open to the general public that are not targeted toward minors (such as varsity athletic competitions, plays, concerts, etc.)."

The term "Program" as it is currently defined in Policy 115 is clarified not to include the events and programs listed below:

- a. University undergraduate or graduate academic programs in which students who are enrolled at the University or another institution of higher education are the only minors participating in the programs;
- b. University events, such as festivals, athletic events, lectures, concerts, or other educational or entertainment events held on university premises that are open to the general public where minors may be present or participate at the sole discretion of their parent or legal guardian and are not in the custody or care of university or event staff;
- c. Preschool through 12th grade school groups visiting university premises for campus tours or solely as patrons of educational or entertainment events with the students being in the care and custody of the touring or visiting staff; or
- d. Non-university programs where the only involvement of the University is in assisting with the placement of University students as volunteers, interns, etc., and the program is not located on university premises.

### **Registration with Office of Risk Management**

To ensure that the requirements of Policy 115 are implemented consistently, the administrators of all Programs as defined in section 3.10 of the policy, and clarified above, must register their Program with the Office of Risk Management using the "*Registration for Minors Program Form*" at least 30 days before the Program is scheduled to begin or occur. Programs must not be scheduled or take place without approval from the Office of Risk Management. The following information must be provided to the Office of Risk Management:

- 1) Group, department, college, or program hosting or sponsoring the program
- 2) Name(s) and contact information of person(s) organizing the program or event
- 3) Name, date(s), and times of program or event
- 4) Brief description of program or event
- 5) Confirmation that a vice president or his or her designee has approved the event
- 6) Venue
- 7) Planned management structure (area to be used, ratio of Authorized Adults to participants and volunteers, contemplated activities and configuration of activities)
- 8) Estimated number of participants
- 9) Number and names of Authorized Adults (and volunteers if Program qualifies as a Discrete Event [defined below])

Off-campus groups seeking to hold Programs on campus must, in addition to registering the above information with the Office of Risk Management, provide a Certificate of Insurance reflecting liability insurance that meet the following criteria:

- 1) Includes general liability coverage of \$1,000,000 per occurrence and \$3,000,000 aggregate
- 2) Lists UVU as an additional insured
- 3) Has an A.M. Best rating of B++ or better, as well as financial class size of VII or better
- 4) Includes sexual assault and molestation coverage
- 5) Includes coverage for all Program participants

## **Background Checks of Authorized Adults**

Under UVU Policy 115, section 3.2, volunteers who are Authorized Adults must sign the *Volunteer/Statement of Acknowledgment Form* and must be background-checked through UVU Human Resources. The cost of these background checks will be paid by Human Resources and/or the department sponsoring the Program.

## **Exception for Discrete Events**

Some Programs that are discrete, occasional events for which a large number of volunteers is essential (“Discrete Events”), may, with prior approval of the Office of Risk Management, elect to adopt alternative safeguards instead of background checks for one-time volunteers that help with these Programs. Examples of such discrete events include but are not limited to Science Olympiads and the Dual Language Immersion Fair. To qualify as a Discrete Event, organizers of Programs must submit a *Discrete Event Exception Form* at least 30 days prior to the Program to the Office of Risk Management showing that the following requirements have been met:

- a. Program must be a discrete, occasional event for which a large number of volunteers is essential;
- b. Volunteers must work in public places at all times during the Program and must never be alone with minors;
- c. Volunteers must be supervised by Authorized Adults who are employees and who have successfully completed background checks;
- d. Organizer of the Program must compile the names and addresses of the volunteers prior to the event and check the names against the Utah and Federal Sex Offender Registries (see below on for details on how this will be done); and
- e. Volunteers must present photo identification to be checked in at the event;
- f. Lists of names and addresses of proposed volunteers must be submitted

To complete the above requirements, the following supporting documentation must be submitted to the Office of Risk Management:

- 1) All volunteers, Authorized Adults, and Discrete Event volunteers, must sign the *Volunteer/Statement of Acknowledgment Form*. These forms must be submitted to the Office of Risk Management.
- 2) Risk Management will provide to Program organizers the *Sex Offender Registry Screening Log Template*, which will serve as a log of the sex offender registry screening and screening results for all volunteers. The template will include a section to document which individual or individuals within the program performed the registry checks and how to address situations of potential volunteers who are on the sex offender registries.

Without approval by the Office of Risk Management, Programs may not be classified as Discrete Events and must therefore comply with the authorized adult background check requirements.

All determinations made by the Office of Risk Management will be made in communication with the Program administrators with the understanding that these are new requirements and various compliance solutions will need to be considered. Timelines of implementation and administrative structure of Programs will be considered on a case-by-case basis with until the full policy is approved by the Board of Trustees.

## **Additional Requirements**

- *Mandatory Training for Authorized Adults*: Each Authorized Adult, including the Program Administrator, whether the program is sponsored by the University or a non-university entity, shall receive training regarding appropriate and prohibited conduct with minors, child abuse awareness and prevention, sexual violence prevention, and reporting obligations and processes. Training records will be maintained by the Program administrator and the Office of Risk Management.
- *Minors as Volunteers Sex Offender Registry Screening Log Template* Minors may participate as volunteers for Programs, but only in roles outside of those specified for Authorized Adults” (Policy 115, section 3.2). Examples of appropriate minor roles include as companions to program participants under instruction of Authorized Adults, handing out t-shirts, etc. These minors shall be treated as participants by Program administrators and other Authorized Adults, meaning no 1-to-1 contact. Minors shall not serve in supervisory roles at programs.

Minors who volunteer will sign the *Informed Consent* form available on the Risk Management website.

- *Background Check Intervals*: Background checks for each authorized adult must have occurred within the last three years, and background checks must be performed at least every three years.

**References:** UVU Policy 115 *Minors on Campus*