

East Georgia State College

Minors on Campus Policy

Revisions Adopted by President's Cabinet 12/18/18
Revisions Adopted by President's Cabinet 11/27/18
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I. Introduction: EGSC offers a variety of academic and athletic camps, programs, competitions, K-12 campus visitations, K-12 test administrations, recruitment visits, enrichment classes and activities which bring non-student minors to campus. These programs and activities provide EGSC with the opportunity to challenge, educate and mentor young people and to introduce them to campus in a meaningful way. The safety and well-being of these campus visitors is of the highest concern. This policy sets forth the procedures to be followed for planning, prescreening and training of staff and volunteers, conducting activities and programs for non-student minors, managing externally sponsored events and activities, and recordkeeping. This policy applies to all programs that begin on or after May 1, 2017.

II. Scope: Unless specifically excluded in Section III herein, this policy covers K-12 campus visitations, K-12 test administration, recruitment visits, academic camps, academic tutoring, athletic camps, after school programs, workshops and similar activities which involve the custody and care of non-student minors which are conducted, hosted or sponsored by EGSC or by an unaffiliated external sponsor. Programs and activities that include an off campus element, or that are held entirely off campus, are covered by this policy.

III. Exclusions: (1) Events or performances on campus that are open to the general public; (2) private events that occur on campus such as receptions, rehearsal dinners, birthday parties, etc., (3) events where an EGSC employee, student or non-employee serve as a volunteer judge or presenter and has no direct unsupervised contact with the participants and where the K-12 teachers and/or coaches accompany the non-student minors to campus such as high school academic or athletic practices or competitions, and National Science Olympiad, and (4) targeted programs for minors where the non-student minor's parent or adult family member (over the age of 18) provides supervision, such as Family Astronomy Night at the Fulford Center, are excluded from this policy. The above excluded events are considered a facility usage event and the EGSC employee responsible for the planning and execution of any of the above excluded programs should follow the college policies and procedures for event planning and facilities usage.

IV. Definitions:

Non-student minor: a child under the age of eighteen (18) that is not enrolled as an EGSC student. EGSC minor students enrolled in Dual Enrollment (DE) programs are not covered by this policy.

Event Planner: The EGSC Event Planner is the central coordinator for campus events, visitations and camps. The Event Planner is responsible for receiving inquiries and proposals for campus facilities usage hosting non-student minors for testing, recruiting academic and athletic visitations and events similar proposals as covered under Section II of this policy. The Event Planner is responsible for receipt of event proposals from the Event Leader or from an external provider, reviewing and approving proposals and consulting with the Campus Events Review Committee when necessary. The Event Planner is responsible for all communications with the Event Leader or external provider. The Event Planner is responsible for maintaining a registry of events and all relevant forms required under this policy.

Event Leader: The EGSC individual responsible for submitting to the Event Planner an event proposal for an event targeting or including non-student minors. The Event Leader may or may not be the individual that manages and supervises the event.

External Sponsor: An individual, company, or organization sponsor of an event that is not affiliated with EGSC.

Campus Events Review Committee: The committee charged with reviewing event proposals upon request by the Event Planner, making recommendations or attaching requirements necessary for compliance with policy or law, and making a final decision on the proposal. The committee consists of the Vice President for Academic and Student Affairs, (Chair), Vice President for Business Affairs, Vice President for Institutional Advancement, Director of Athletics, Event Planner and Legal Counsel/Chief of Staff.

Minors on Campus Training: expanded mandatory training provided by EGSC to individuals (faculty, staff, students, volunteers) conducting and working in events and programs covered by this policy. The appropriate screening and training must occur prior to participation in the programs covered under this policy. See Paragraph V3.

V. Procedure:

1. Event Proposal:

a. EGSC Sponsored Event: EGSC sponsored activities for non-student minors will be reviewed as provide herein and if approved will be handled and scheduled according to college event planning and facilities scheduling procedures. Event Leaders must submit proposals for East Georgia State College events to the Central Coordinator using the *Minors on Campus Event Proposal Form*. Departments with annual or recurring events for non-student minors must submit proposals at least annually and submit an updated proposal for each recurring event. The proposal must be submitted at least thirty (30) days prior to the proposal event start date. The Event Planner may waive this deadline only if extraordinary circumstances exist. Event Leaders should begin the proposal process as early as possible to obtain quotes for third party services (officials, instructors), event staff (paid or volunteer), clothing, supplies, materials, food and have sufficient time for all personnel to receive Minors on Campus training, screening as applicable in paragraph V3 herein, and clearance to work PRIOR to the event start date. A proposed budget including anticipated events revenue and costs, and a draft brochure, flyer or other proposed marketing material must be attached to the proposal. The proposal must designate paid and/or volunteer workers, temporary employees, and current employees serving as volunteers. Employee's working an event must follow all applicable leave and travel policies. If EGSC provides transportation for non-student minors as part of the program, commercial transportation or fleet vehicles must be used. All EGSC vehicle drivers will be qualified drivers as defined in the *EGSC Fleet Management and Motor Vehicle Policy*. The proposal must include appropriate program staff – participant ratios for the event: For day camps the ratios range from: 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 10 campers ages 9 to 14; and one staff member for every 12 campers ages 15 to 17. At least 80 percent or more of the program staff must be at least 18 years old. Staff must be at least 16 years old and be at least two years older than the campers with whom they work. Residential camps must use the current staffing ratios as determined by the American Camp Association.

The proposal must indicate the individual responsible for conducting the event, if different from the Event Leader submitting the proposal. The Event Leader, or his designee, is responsible for conducting the event, including snacks and meals, supervision of participants and administering an Event Evaluation Form. The Event Leader must submit all completed Event Evaluation Forms to the Event Planner.

b. Externally Sponsored Event: Unaffiliated external sponsors must request facilities usage through the college's Event Planner or Fulford Center Director, as appropriate, and the usage will be reviewed as provided herein. If approved, the unaffiliated external sponsor must sign a Facilities License Agreement requiring the external sponsor to comply with EGSC Minors on Campus policy, program/activity operational procedures including background checks and training of its personnel, and meet minimum insurance requirements required by the University System of Georgia (USG).

All externally sponsored programs must meet Georgia Department of Early Care and Learning license requirements, unless exempt. Camps and programs that are owned and operated by any department or agency of a state, county or municipal government are exempt. External sponsors must include a copy of the license or proof of exemption to the EGSC Event Planner. A copy of the license or exemption must be displayed during the program. Requests by unaffiliated external sponsors to use EGSC facilities for non-student minor programs will be shared with the Campus Events Review Committee as provided herein.

2. Receipt and Review of Proposal: The Event Planner is the first point of contact for all activity and event proposals covered under this policy. The Event Planner will maintain a registry of all authorized programs. The Event Leader or External Sponsor is responsible for obtaining and completing the "Minors on Campus Event Proposal Form" and submitting it to the Event Planner. The Event Planner will confirm that the requested facilities, support and special requests are available on the proposed dates. Committee review is necessary for all externally sponsored events. Committee review of all other events is at the discretion of the Event Planner and Chair of the committee. If committee review is necessary, the Event Planner will send the completed Minors on Campus Event Proposal Form to the Campus Events Review Committee for consideration. The Event Planner will communicate with the Event Leader or External Sponsor when additional information is needed, and once obtained, will submit the additional information to the Campus Events Review Committee for consideration. If committee review is not required the Event Planner will review, gather the necessary information and approve or deny the event. After the appropriate review by either committee or Event Planner, the Event Planner will communicate to the Event Leader or External Sponsor whether the event is approved or denied and communicate training and background investigation requirements to the Event Leader or External Sponsor and to the Director of Human Resources. The Event Planner will handle registration, waiver, medical and other forms, collect event fees, pay all expenses associated with the event from the event funds, retain all event receipts and documentation, maintain and house the permanent event file per USG record retention guidelines. **Exception:** The Director of Event Planning and Scheduling will be the central coordinator for all Fulford Center sponsored and externally sponsored camps, events and programs held at the Fulford Center, and will maintain records in accordance with the USG record retention guidelines.

3. Screening, Training and Insurance:

a. EGSC Staff and Volunteers: All EGSC employees are required to annually complete Minors on Campus and Mandatory Reporting of Child Abuse and Neglect Policy training. All EGSC employees, EGSC students and volunteers working an approved program or event covered under this policy that are *reasonably anticipated to have direct contact or interaction with minor program participants* must attend the EGSC Minors on Campus expanded training and consent to and pass a criminal background check (CBC) prior to the event start date. (See Minors on Campus Training Agenda – Attachment A) The expanded training includes camp guidelines, ethics training, codes of conduct for staff and participants, medical emergency protocol, emergency weather procedures and required forms. EGSC employees working a minors on campus event that meet the "direct contact or interaction" threshold will be deemed to have fulfilled the CBC requirement with their pre-employment CBC and if no subsequent disqualifying arrests or convictions. Per *EGSC Employment Selection Process and Criteria for Employment Policy*, employees are under a continuing duty to report arrests and convictions (other than minor traffic offenses) to Human Resources and failure to do so may result in disciplinary action up to and including

termination. See policy: <http://www.ega.edu/policy/08-employment-selection-process-and-criteria-for-employment.pdf?6418>

EGSC employees desiring to use volunteer staff must follow the *EGSC Volunteer Program Policy* which requires making a request to Human Resources for use of volunteers with identifying information and dates of event using the *Volunteer Request Form*. See policy <http://www.ega.edu/policy/08-volunteer-program-policy.pdf?092916>

See form: <http://www.ega.edu/policy/08-request-for-volunteer-services-form.pdf>

The Director of Human Resources is responsible for obtaining consent for a CBC and for coordinating or providing the Minors on Campus training to the EGSC students and volunteers working the event or program. The Director of Human Resources will review the CBC using the guidelines provided by the Board of Regents' Human Resources Administrative Practice Manual and determine if the EGSC student/volunteer is cleared to work the event. The Director of Human Resources will communicate his/her determination to the student/volunteer. Any CBC failures will be handled by the Director of Human Resources in accordance with the above Board of Regents Policy. CBC's for volunteers will be valid for a period of three years. The Director of Human Resources will maintain a central repository of all training and CBC's' conducted under this policy. The Event Planner and Director of Human Resources will coordinate the screening and training of all minors on campus event workers to ensure that all event workers are properly screened and trained prior to direct contact or interaction with minors.

b. External Sponsors: External sponsors conducting programs and activities serving minors in EGSC facilities must sign the EGSC Facility License Agreement and indicate that minors are involved, show evidence of adequate liability insurance and name EGSC as an additional insured, provide certification that its personnel assigned to the program or activity have attended Minors on Campus training equivalent to EGSC's training within one year, and have been pre-screened with criminal background checks. In addition, transportation and housing needs should be addressed in the program proposal. External sponsors must provide transportation in its own vehicles, or rental vehicles, as appropriate, and provide evidence of regular screening of vehicle drivers to ensure the safety and security non-student minor passengers. Housing requests must abide by the American Camp Association's camp – staff ratio according to the age of the non-student minor.

4. Fees: Facility fees are generally paid by the participant and included in the event participant fee. Housing fees are \$30 per day per person. Participants using BobCat Villas will be allowed access to the Strange Clubhouse during normal operating hours. Meal fees will be negotiated with the Dining Services based on specific event needs. Events held after hours may incur additional facility, service and support costs. After hours usage will be computed using the Facility Rental rates for the facility as published on the EGSC website. Please inquire with the Event Planner about all fees when preparing a proposal. For EGSC hosted camps, any off campus travel proposed as part of event must follow the EGSC Travel Policy.

5. Program and Activity Procedures: the Event Leader or the External Sponsor shall do the following:

- a. Operate the program or activity in a reasonably safe manner.
- b. Use all appropriate forms related to the operation of the program/activity such as registration form, medical information and emergency treatment form for each participant, camper pick up authorization, minor child release and waiver and photo release.
- c. Screen and coordinate with EGSC Human Resources to conduct / provide evidence of criminal history background checks, including National Sex Offender Registry, on all employees, volunteers, counselors, chaperones, EGSC students and others interacting with the non-student minors during the program/activity.

- d. Every non-student minor must be properly supervised at all times in the immediate presence of at least one authorized adult while participating in the program/activity. See paragraph V1 for ratios.
- e. All employees, volunteers and others assisting with the program/activity must receive training that includes mandatory reporting requirements, appropriate contact with minors including the Staff and Volunteer Code of Conduct and the Camper Code of Conduct (Attachment B, Attachment C), safety and security procedures including EGSC weather and other campus emergency response, injury or illness response protocols and staff or participant misconduct.
- f. Ensure the safety and protection of program participants through the use of protocols for reporting injuries, accidents, staff misconduct, participant misconduct, and procedures for secure pick up and drop off of program participants. Communicate with program participants concerning security measures such as weather alerts, missing persons and where to meet and where to go if lost.
- g. Immediately report criminal activity to the EGSC Campus Police Department.
- h. Report safety concerns on behalf of a non-student minor or suspicions or known instances of abuse or neglect of a non-student minor to EGSC Police Department and to the Georgia Department of Human Services 1-855-422-4453.

6. Record Retention Requirements: The Event Planner is responsible for record retention for activities covered under this policy. Child and Youth Participant Records must be kept for 3 years after the participant reaches the age of 18. These are records that document the participation of children and youth in programs sponsored by the institution. Not all records associated with a youth program must be kept until the participant reaches the age of 18 + 3. Other records should be kept in accordance with the retention schedule for that document. The retention schedule for all USG records can be accessed from the below link: http://www.usg.edu/records_management/schedules/

Attachment A

Minors on Campus Training Agenda

Mandatory Reporting of Child Abuse and Neglect (brochure)

Guidelines for Camp Workers

Child Abuse Signs and Reporting

Emergency – Accident, Illness, Injury

Emergency – Shelter and Evacuation

Camp Forms

- Camp Registration Form
- Medical Information Form for Campers
- Camper Pick Up Authorization Form
- Minor Child Camp Release and Waiver
- Photo Release
- Camper Code of Conduct
- Staff and Volunteer Code of Conduct

Policies and Forms for Human Resources

- Minors on Campus Policy
- EGSC Sexual Misconduct Policy
- Right to Know Training
- USG Ethics Policy Training
- Volunteer Program Policy
- Volunteer Agreement Form
- Volunteer Services – Personal Data and Emergency Contact Form
- Consent Form -Georgia Bureau of Investigation- Georgia Crime Information Center
- Training Completion Certification Form

Attachment B
East Georgia State College – Minors on Campus
Staff and Volunteer Code of Conduct 2019

YOUTH PROGRAMS FOR MINORS

STAFF & VOLUNTEER CODE OF CONDUCT

The University System of Georgia (USG) is committed to the safety and well-being of minors. Authorized staff and volunteers should be positive role models and treat others with respect, courtesy and dignity. Authorized staff and volunteers must abide by all USG policies and state and federal law.

As an authorized staff or volunteer working in programs for minors, I hereby agree as follows:

- I will maintain appropriate physical boundaries at all times.
- I will immediately report any reasonable suspicion or knowledge of abuse of a minor to the institution police department and the appropriate supervisor or program director who can take immediate action.
- I will not touch or speak to a minor in a sexual or other inappropriate manner.
- If one-on-one interaction is required it will take place in an open, well-illuminated space where I am observable by other volunteers or program staff.
- I will not meet with minors outside of established program locations or outside of established times.
- I will not invite minors to my home or other private location or accept their invitations for the same.
- I will not make sexual comments, tell sexual jokes or allow minors to access sexually explicit materials.
- I will not engage or allow minors to engage me in romantic or sexual conversations.
- I will not engage in private communications with minors to include communications via text messaging, e-mail, phone, internet chat, on-line games or other forms of social media.
- I will not accept or give gifts to minors without the knowledge of their parents or guardians.
- I will not inflict any physical or emotional abuse on minors to include, but not limited to striking, humiliating, ridiculing, or degrading minors.
- I will not use, possess or be under the influence of alcohol or illegal drugs at any time while working with minors.
- I will not provide or knowingly allow minors to possess or consume alcohol, tobacco, or illegal drugs.
- I will not use profanity, vulgarity, or harassing language in the presence of minors at any time.
- I will not provide transportation to minors unless doing so is an acknowledged component of the program. When transporting minors, more than one volunteer or program staff must be present in the vehicle, except when multiple children/teens will be in the vehicle at all times through the transportation.

My signature confirms that I have read and understand this Code of Conduct. My signature further confirms that I agree to abide by this Code of Conduct. Failure to abide by this Code of Conduct may result in sanctions against me, including but not limited to, termination and/or criminal prosecution.

Name

Date

Sponsoring Department

Attachment C

East Georgia State College Minors on Campus – Camper Code of Conduct 2019

East Georgia State College is looking forward to providing your child a fun, memorable and safe summer camp experience. Each camper has a responsibility to act in a way that ensures a positive experience for all. All campers are required to follow these behavior guidelines. Failure to comply with the Camper Code of Conduct Guidelines may result in removal from the program. There will be no refund of campers removed from the program due to violation of the Camper Code of Conduct.

Behavior Guidelines:

Campers will be honest and respectful of peers, camp personnel and self;

Campers shall follow directions and rules of camp staff;

Campers will not use inappropriate language (profanity) or conduct;

Campers will not engage in bullying, act aggressively or violently toward any camper or camp staff;

Campers will stay within camp boundaries.

Prohibited behaviors:

Endangering the health and safety of themselves, other campers, camp staff;

Stealing, damaging or failing to care for college property;

Continual disruption of the program;

Refusal to follow the behavior guidelines;

Inappropriate physical contact;

Possession or use of illegal substances, tobacco or alcohol;

Possession of weapons – any object that may cause harm to another or place another person in fear of his/her safety may be considered a weapon

When a camper does not follow the behavior guidelines:

Camp Leader will redirect the camper to more appropriate behavior;

The camper will be reminded of behavior guidelines;

If behavior persists, camp staff will discuss the problem with parent/guardian;

Camp staff will document the behavior, circumstances surrounding the behavior and the action taken;

If the problem persists and a second call to parent/guardian is necessary, the child may be dismissed early from camp for the day. If a camper's behavior at any time threatens the immediate safety of him/her, other campers or staff, the parent/ guardian will be contacted to immediately pick up the child. The child will be removed from the camp program.