



# Policy Title

## Minors on Campus Policy

Effective Date:  
September, 2017

Questions?  
Office of Risk Management

**PURPOSE:** *This section should include reason or rationale for the policy.*

The University of Indianapolis engages in a wide range of programs that involve minors. The University is committed to creating a safe and secure environment for programs involving minors. Through this Policy, the University explains its minimum standards and expectations when a program involves minors.

*If there are definitions, they can be placed here.*

**Minor:** Any person under the age of 18, but, as used in this Policy, excludes those enrolled at the University as students.

**Program:** Any organized event or activity that includes participants who are minors, offered by a University Sponsoring Unit, whether on or off campus, or by non-UIndy organization using campus facilities.

**Exempt Programs:**

- Performances or events open to general public
- Visits and tours for prospective students organized by the Office of Admissions
- Events or activities where parents/guardians are explicitly required to accompany minors
- In rare circumstances, a situation may arise where, due to the nature of a work environment or University program, strict adherence to this policy's requirements may not always be feasible or be the best practice for managing risk. If a program can justify an exception in consultation with and with approval from the Office of General Counsel and the Office of Risk Management, certain requirements under this policy may be waived. Such waivers will be considered on a case-by-case basis.

**Authorized Adult:** Refers to an adult who is authorized pursuant to this Policy to supervise minors participating in a program. As noted in the "Scope" section of this policy, all University students, employees, volunteers, etc. acting as Authorized Adults must be in compliance with this policy.

**Sponsoring Unit:** The unit of the university that has programmatic and day-to-day oversight and responsibility for the program, including programs and activities sponsored by student organizations, or programs and activities offered by any academic, administrative or athletic unit of the University (including, but not limited to, formalized courses of study; academic camps; mentoring activities; academic enrichment programs; internships or other activities in laboratories; athletics activities; and recreational programs).

The **Program Administrator** is the primary contact within the Sponsoring Unit of the Program.

### REFERENCE/DOCUMENTS/ FORMS RELATED INFORMATION:

*List any other policies or information that should be cross referenced.*

- [Programs with Minors Campus Registration Form](#)
- [Minors on Campus Power Point Training](#)
- [Medical Authorization to Treat Form](#)
- [Medication Prescriber Form](#)
- [Liability Waiver Form](#)
- [Photograph Consent Waiver & Release](#)
- [Youth Regulations/Standards of Conduct](#)
- [Minors Pick Up Authorization Form](#)
- [Minors on Campus Program Risk Assessment Form](#)
- [Accident Injury Report Form](#)
- [State of Indiana Camp Injury/Illness Form](#)
- [University Emergency Management Plan](#)
- [Minors on Campus Policy FAQ](#)
- [Indiana Department of Child Services Child Abuse and Neglect Hotline](#)

**POLICY HISTORY:** *Include any information about previous versions or whether this replaces an existing policy.*

Revised January, 2019.

**SCOPE:** *Who is affected by this policy or needs to read it?*

- All schools, departments, and other units of the University who are Sponsoring Units
- Authorized Adults
- All members of the University community:
  - Faculty
  - Staff
  - Students
  - Volunteers
- Non-UIndy organizations that operate programs for minors in UIndy facilities, covered by virtue of their facilities use agreements with the University

**POLICY STATEMENT AND PROCEDURES:** *State the policy here. The policy statement should include the principles of the policy: what is permitted or prohibited, what is required, or how issues will be handled. If viewers read only this section, they will know that the policy is and how it extends to the university. How-to procedures can be elaborated on in the Procedures section.*

The University of Indianapolis is committed to providing a safe environment for everyone on its campus and in its programs. This includes minors who participate in Sponsoring Unit programs both on and off campus. Members of the University of Indianapolis community who interact with minors in any official capacity are expected to foster and maintain an appropriate and secure environment for minors.

The University reserves the right to condition, restrict or deny access to University facilities by minors at its discretion. All minors, including those participating in Programs, shall be subject to all University regulations and policies while participating in a program, and may be asked to leave campus if unable to comply.

**The Minors on Campus Policy Establishes:**

- The Requirement that all programs with minors must register with the Office of Risk Management;
- Annual Background screening requirements for Authorized Adults who interact with minors (as recommended by the American Camp Association);
- Minimum training requirements for Authorized Adults;
- Reporting requirements for Abuse, Neglect and Inappropriate Activity Involving Minors;
- Supervision Ratios;
- Required Forms and Procedures;
- Program Evaluation for Risk;
- Procedures for Residential Programs;
- Transportation; and,
- Minimum standards of conduct for interacting with minors.

**Programs with Minors Registration:**

- All programs must be registered with the Office of Risk Management at a minimum of thirty (30) days prior to the date of the program by completing the Programs with [Minors Campus Registration Form](#) and sending to [risk@uindy.edu](mailto:risk@uindy.edu). This requirement is designed to ensure that Program Administrators are given the resources necessary to successfully plan for and administer programs involving minors.

**Annual Background Screening Requirements:**

- Those who qualify and wish to serve as an Authorized Adult, including current UIndy faculty, staff, volunteers and students, will receive a background screen to be successfully returned with results that do not bear adversely upon an individual's ability to provide for the safety and well-being of Minors before the start of the Program.
- The Program Administrator within the Sponsoring Unit shall forward the names of those in the UIndy Community who would like to become Authorized Adults to the Office of Human Resources. The Office of Human Resources will work with its background check provider to complete the background checks and ensure that information produced in connection with the screening is handled in accordance with University employment and privacy policies. The Office of Human Resources is responsible for

communicating with the Program Administrator about any screening results that bear adversely upon an individual's ability to provide for the safety and well-being of Minors.

- Authorized Adults must be screened annually.
- The cost of background checks will be borne by the Office of Human Resources with the exception of the Office of Camps and Conferences. The cost of background checks for the Office of Campus and Conferences will be borne by that office.
- A minimum of 5 business days must be allowed to complete background checks
- Screening for contractors or other individuals employed or otherwise affiliated with non-UIndy organizations shall be handled by such non-UIndy organizations. The non-UIndy organization must certify to UIndy in its facilities use agreement with the University that the appropriate background screening and training will be conducted pursuant to the Minors on Campus Policy.

#### **Authorized Adult Training Requirements:**

- Authorized Adults are required to certify review of the training resource called "Minors on Campus Policy Training." The program will cover:
  - Learning Your Reporting Obligations
  - Recognizing Child Abuse and Neglect
  - Detecting Predators
  - Reporting Suspected Abuse and Neglect
  - Examples of appropriate and inappropriate behavior with Minors
- Training of Authorized Adults must take place prior to involvement in the Program and a refresher training will be required annually. Authorized Adults may not interact with minors until this training is complete and certified.
- The Program Administrator within the Sponsoring Unit is responsible for sending a list of Authorized Adults to the Office of Risk Management at risk@uindy.edu. The Office of Risk Management will reach out to educate Authorized Adults about instructions for certifying completion of the required training.

#### **Immediate Reporting of Abuse, Neglect and Inappropriate Activity Involving Minors:**

All members of the UIndy community, including, but not limited to guests and contractors/consultants, who, while representing or serving UIndy or otherwise participating in a UIndy program, interact with Minors are required by this Policy to immediately report any instances of suspected abuse or neglect of a Minor, as well as situations involving inappropriate activity with a Minor to the Child Neglect and Abuse Hotline of the Department of Child Services at 1-800-800-5556 or the UIndy Campus Police Department at 317-788-3386 (for situations that involve life threatening emergencies, dial 911). Once the police department has the report of suspected abuse or neglect of a minor, as well as situations involving inappropriate activity with a minor, the University police department will, if necessary, immediately ensure that the minor is safe and notify the Dean of Students. The Campus Police department will immediately report suspected sex crimes to the Indianapolis Metropolitan Police Department

If an individual is required to make a report of abuse or neglect of a child, or of inappropriate activity with a minor in the individual's capacity as a member of the staff of the University, the individual shall immediately make a report to the Child Neglect and Abuse Hotline of the Department of Child Services at 1-800-800-5556 or to the UIndy Campus Police Department at 317-788-3386. For situations that involve life threatening emergencies, dial 911.

#### **Supervision Ratios (as Recommended by the American Camp Association) \*:**

At a minimum, Authorized Adult-to-Minor ratios shall be as described below. Additional personnel may be required based on the needs of the minor or activities planned. If the activity is mixed gender, male and female Authorized Adults should be available:

5 years & younger:	1 Authorized Adult for each 5 overnight campers and 1 Authorized Adult for each 6 day campers
6-8 years:	1:6 for overnight, and 1:8 for day
9-14 years:	1:8 for overnight and 1:10 for day
15-18 years:	1:10 for overnight and 1:12 for day

\*Exceptions may be made to the general ratios for segments of the day when greater or fewer staff are required for supervision

#### **Required Forms and Procedures:**

All programs will use the following forms and procedures:

- Programs with Minors Campus Registration Form
- Minor Registration Form
- Liability Waiver Form
- Photograph Consent Waiver & Release

- University Emergency Management Plan

Note: The Sponsoring Unit is required to familiarize itself with the plan for responding to emergency events, including communication to participants and parents/guardian.

- Medical Authorization to Treat Form
- Youth Regulations/Standards of Conduct
- Minors Pick Up Authorization Form
- Minors on Campus Program Risk Assessment Form
- Medication Prescriber Form
- Accident Injury Report Form
- The Indiana State Code requires camps to notify the state health department "whenever there is an injury or illness to a camper that results in a hospitalization, a positive X-ray or laboratory analysis, or the camper is being sent home." The incident must be submitted on a [Campus Injury and Illness Report Form](#) within 10 days. If a child dies while attending a camp, the form must be filed within 24 hours.

**Program Evaluation for Risk:** All existing and planned Programs shall evaluate the structure of the Program and the suitability of the environment in which the Program operates or will operate to determine whether all reasonable steps have been taken to provide for the safety and protection of Minors. [The Minors on Campus Program Risk Assessment Document](#) shall be completed and returned to the Office of Risk Management at risk@uindy.edu for review prior to the program.

**Residential Programs - Procedures:** Programs with a residential component shall comply with the procedures to promote the safety and well-being of participants found in the [Youth Regulations/Standards of Conduct document](#).

**Transportation: When transporting minors by motor vehicle:**

1. Minors must never be transported without written permission from a parent/guardian in the form of a Release of Liability associated with the Program.
2. Authorized Adults must be in compliance with the University's Vehicle Use Policy.
3. Authorized Adults should not be alone in the car with a minor.

**Minimum Standards of Conduct for Interacting with Minors:** All members of the University community referred to in the Scope of this Policy who interact with Minors while participating in a Program must abide by the requirements for Interacting with Minors found below.

**Be Aware:** Members of the UIndy community must be aware of responsibilities that accompany their interactions with Minors.

**Be Mindful of Boundaries:** When interacting with Minors, members of the UIndy community should be aware of the vulnerability of Minors and themselves in such interactions, and be particularly aware of the importance of maintaining appropriate physical, emotional, and sexual boundaries in such interactions. Members of the UIndy community must not engage sexual boundaries in such interactions. Members of the UIndy community must not engage in any covert or overt sexual behaviors with Minors, including seductive speech, gestures, depictions, or physical contact that exploits, abuses, or harasses.

**Physical Contact:** Physical contact with Minors can be misconstrued both by the recipient and by those who observe it, and should occur only when nonsexual and otherwise appropriate, and never in private. Members of the UIndy community must, before touching another person, especially a Minor, be aware of how physical touch can be perceived or received, and show prudent discretion in determining whether physical contact would be an appropriate expression of greeting, care, concern, instruction, or celebration. Acceptable forms of physical contact with a Minor include high fives, handshakes, fist bumps, pats on the back or shoulder, and side hugs. Types of physical contact to be avoided include tickling, rough-housing, wrestling, piggyback rides, any type of massage, and any form of unwanted affection. Members of the UIndy community are prohibited at all times from physically disciplining a Minor. Similarly, speech, gestures, or other behaviors that are bullying, demeaning, belittling, hurtful, or meant to embarrass or that make gratuitous references to the Minor's physical development or appearance are never appropriate.

**One-on-One Interactions:** One-on-one meetings with a Minor should be avoided, but if necessary should be held in a public area in a room of the UIndy community. Adults are prohibited at all times from physically disciplining a Minor.

**Drug and Alcohol Use; Other Prohibited Items:** When interacting with Minors, the possession and/or use of illegal drugs and the use of tobacco products or alcohol is prohibited. Members of the UIndy community are prohibited from providing a Minor with alcohol, drugs, tobacco products, inappropriate videos, pornography, or other such items.

**Gifts:** Members of the UIndy community should not accept gifts from or give gifts to Minors without the knowledge of their parents or guardians.

**Fights:** Any incidents of fighting among campers must be reported using the incident/injury report form.

**Communicating with Minors:** Communication with Minors is only allowed for the purpose of conducting UIndy business or otherwise furthering the Program-related objectives. The key safety concept is transparency. The following steps will reduce the risk of private or otherwise inappropriate communication:

- ***Communication that is outside the role of the professional or volunteer relationship (teacher, coach, host, etc.) is prohibited.*** Faculty, staff, and volunteers who use any form of electronic communications, including social media and text messaging, to communicate with Minors may only do so for activities involving UIndy business and, to the extent possible, should use a UIndy address or site. Before any online communications are sent, the Program must first inform the Minor's parent or guardian which adults may communicate through the use of such electronic tools. The preferred approach is to include the parent/guardian or another UIndy-affiliated adult in electronic communications with a Minor. If private communication best serves the Minor's needs, a copy of the exchange should be retained.

\*No one other than an approved Authorized Adult shall be permitted to have unsupervised, one-on-one contact with a Minor in a non-public setting, but it is recommended that the Authorized Adult have at least one additional Authorized Adult present.