

Augusta University

Policy Library

Minors on Campus Policy

Policy Owner: Office of Compliance and Risk Management

POLICY STATEMENT

The purpose of this policy is to protect non-student minors who are participating in Augusta University-sponsored programs, or in programs operated by outside entities that are held in University facilities.

Augusta University offers a variety of athletic camps, science camps, clinics, after-school programs, enrichment classes and activities which bring non-student minors on to campus. These activities are more abundant during the summer when school is not in session. These programs and activities are of great educational value and serve to benefit both the institution and the larger community. These programs and activities provide institutions with the opportunity to challenge, educate and mentor young people and to introduce them to their campus in a positive and meaningful way.

The safety and well-being of these visitors to our campus is of the highest concern. Augusta University is committed to best practices that will provide a safe and healthy environment for all who participate, volunteer or work in these activities. This policy will require institutions with programs serving minors to implement controls designed to enhance the protection of minors.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

Authorized Adult – Individual(s), paid or unpaid, who is (are) authorized to supervise or regularly chaperone minors. An authorized adult must be at least eighteen (18) years of age.
Background Check Report – A report that includes criminal history, sex offender registry and/or child abuse/neglect database records in accordance with the University System of Georgia (http://www.usg.edu/hr/manual/background_investigation) and Augusta University's Employment Procedures Policy (<https://augusta.policytech.com/dotNet/documents/?docid=695&public=true>).
Minor – For the purpose of this policy, a person under the age of eighteen (18) who is not enrolled as a student at Augusta University.

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 3815

Policy Sponsor: Chief Integrity Officer

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Last Review: 05/22/2017

One-on-one Contact – Direct Interaction between any Authorized Adult or individual and a minor without at least one other Authorized Adult, parent or legal guardian present.

Outside Entity / External Agency – Non-affiliated third-party organizations or agencies that utilize Augusta University facilities or space to host programs or activities where the minors participating in the program are supervised by non-affiliated Authorized Adults.

Programs – Programs and activities offered by any unit (e.g., academic, administrative or athletic) of the University, or by non-University groups using University Facilities.

Sponsoring Unit – Any unit of the University that offers a program or gives approval for the use of University facilities.

University-sponsored Program – A program or activity operated by an affiliated Augusta University Department or Augusta University student organization where the minors participating in the program are supervised by Augusta University Authorized Adults.

PROCESS & PROCEDURES

Sponsoring units operating a program involving non-student minors must operate the program in accordance with the following guidelines:

1. All Authorized Adults must make all reasonable efforts to remove minors from dangerous or potentially dangerous situations, irrespective of any other limitation or requirement.
2. Programs and activities involving minors on campus must be registered with the university through the Office of Compliance & Enterprise Risk Management. On-going programs must register annually.
3. All Authorized Adults must have a completed Background Check and complete “Minors on Campus Training” before they begin working with minors at Augusta University. The training shall address mandatory reporting requirements, responsibilities and expectations, relevant institutional policies, safety and security procedures, and Staff Code of Conduct.
4. Background Checks shall be conducted in accordance with the University System of Georgia (http://www.usg.edu/hr/manual/background_investigation) and August University’s Office of Human Resources Background Check Policy (<https://augusta.policytech.com/dotNet/documents/?docid=695&public=true>). Further, individuals volunteering or employed in licensed child care programs shall undergo a criminal background check as mandated by the Georgia Department of Early Care and Learning and applicable state laws and federal laws.
5. Non-affiliated third-party organizations or agencies that utilize Augusta University facilities or space to host programs or activities involving minors must comply with Augusta University’s Facility Use Procedures Involving Minors. The Facility Use Agreement must contain the following:
 - a. Certification that background investigations have been performed by a qualified vendor.

- b. Certification that all personnel have been trained regarding appropriate interaction with minors.
- c. Documentation of appropriate insurance coverage for the sponsored event.

- 6. All Authorized Adults and stakeholders must abide by the Minors on Campus Policy Code of Conduct (Attachment A) and the Programs and Activities Serving Minors Checklist (Attachment B).

Sponsoring Units must properly consider and complete the Programs and Activities Serving Minors Checklist (Attachment B).

REFERENCES & SUPPORTING DOCUMENTS

Minors on campus policy code of conduct document, attached.

Augusta University Blank Lease Agreement document, attached.

Programs and Activities Serving Minors Checklist document, attached.

RELATED POLICIES

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APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 05/22/2017