



POLICY ON MINORS PARTICIPATING IN CAMPUS PROGRAMS

I. Policy Statement

Spelman College (“College”) is committed to providing a safe and healthy environment for all who participate in Spelman programs and activities. This Policy provides the minimum standard for appropriate supervision of individuals under the age of 18 (“Minors”) who are involved in Spelman College-sponsored programs, programs held on the Spelman College campus and/or programs housed in College facilities at all geographic locations. In order to promote the safety and general welfare of all Minors participating in programs at Spelman College, it is the policy of the College that 1) all Minors participating in programs must be reasonably and appropriately supervised by an Authorized Adult who complies with the standards of conduct provided in this Policy; 2) all College employees (permanent and temporary) and volunteers have a duty to report suspected neglect or abuse of a child; 3) Staff and volunteers working with Minors are trained and successfully pass a background check; and 4) units sponsoring programs with Minor participants fulfill the duties outlined in this Policy.

A. Reason for Policy/Purpose

Spelman College is committed to fostering an environment in which all staff, students, and visitors to the campus are safe and secure. Activities integral to our mission of teaching, research, and service for the betterment of society may, at times, involve Minors. The College recognizes that numerous circumstances exist in which non-enrolled Minors either visit campus facilities or otherwise have contact with College representatives, including faculty, staff, volunteers, and students. The College offers many coordinated opportunities for Minors to visit the campus through scheduled campus events or academic and non-academic programs. With this understanding, the College recognizes both its institutional and legal obligations to ensure the safety and wellbeing of Minors that are participating in programs on campus, in College facilities, participating in College-sponsored events, or involved with College-affiliated individuals.

B. Scope of Policy

Unless there is an exception under Georgia law, this Policy applies to all Spelman College faculty, staff, volunteers, students and Third Parties who interact with Minors on campus.

II. Definitions

limited to faculty or teachers, administrators, counselors, social workers, psychologists, law enforcement personnel, and other persons who participate in providing care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to Minors.

IV. Adult Supervision

All activities involving Minors should ty

B. Suspected Child Abuse or Neglect

Authorized Adults or other Mandatory Reporter who have reasonable cause to believe that child abuse or neglect has occurred, shall immediately report (within 24 hours) that suspected abuse or neglect to Spelman College Public Safety and the appropriate supervisor or administrator, who shall take immediate action.

If an Authorized Adult or other Mandatory Reporter suspects abuse, they must report the situation within 24 hours to ALL of the following:

1. Spelman College Public Safety at (404) 525-6401;
2. The Program or Activity Administrator;
3. The Title IX Director or designee (404) 270-5060); and
4. The Georgia Division of Family and Children Services at 1-855-GACHILD.

Where an allegation of inappropriate conduct has been made against an Authorized Adult participating in a program, s/he shall discontinue any further participation in Programs and Activities covered by this Policy until such allegation has been satisfactorily resolved.

C. Other Violations of Policy

If any person witnesses a violation of this Policy, such as one-on-one contact, or anything that gives rise to concern for the health or safety of a Minor, that person shall immediately notify the College's Title IX & Compliance Director or designee (404) 270-5060) or via email at titleixteam@spelman.edu

D. Non-Retaliation

The State of Georgia grants immunity for any civil or criminal liability for making a good-faith report of suspected abuse or neglect of a Minor.

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member) or expulsion (if a student). If a Third Party or volunteer fails to report a case of suspected child abuse, s/he risks termination of the contract or relationship with the College.

VI. Code of Conduct for Authorized Adults

Authorized Adults should behave professionally and maintain the highest standards of personal behavior at all times. Authorized Adults participating in Programs and Activities covered by this Policy shall **NOT**:

- a. Have one-on-one contact with Minors, except as described above:

- k. Make sexual material in any form, including printed and electronic, available to Minors participating in Programs or Activities covered by this Policy or assist them in any way in gaining access to such materials.
- l. Give personal gifts to, or do special favors for, a Minor or do things that may be seen as favoring one Minor over others. Likewise, expensive gifts should not be accepted from any Minor in the program.
- m. Tell a Minor “this is just between the two of us” or use similar language that encourages Minors to keep secrets from their parent/guardians.

VII. Duties of Sponsoring Units

Each Sponsoring Unit shall:

- a. Designate a director for each Program or Activity who shall be responsible for implementation and oversight of the program activities and compliance with College policies, procedures, and guidelines. The Program Director should have a level of authority to ensure compliance with the requirements outlined in this Policy.
- b. Develop and implement a clear set of rules for each program, which shall address safety and security procedures, procedures for emergency notification and communication, disciplinary measures, behavioral expectations, and rules of conduct. These rules must be made available to program participants and their parents/legal guardians.
- c. Follow all College policies and other laws or regulations applicable to program activities.
- d. Ensure that no Minor under age eight (8) participates in a Residential Program.
- e. Assign a staff member who is at least 21 years of age to be on call and accessible to participants at all times. The staff member must reside in the housing unit, if applicable. Additional Authorized Adults should be assigned to ensure one-on-one contact with Minors does not occur, and that appropriate levels of supervision are implemented.

VIII. Training

All Authorized Adults/Program Staff participating in a program covered by this Policy are required to attend annual mandatory training provided by the Sponsoring Unit du

- c. Procedures under this Policy;
- d. Responsibilities and expectations under the Policy on Sexual Misconduct;
- e. Appropriate crisis/emergency responses;
- f. Safety and security precautions;
- g. Addressing medical emergencies;
- h. College responsibility/liability; and
- i. Protecting participants from abusive emotional and physical treatment.

A copy of the Minors on Campus Policy should be given to all Authorized Adults/Program Staff for review, and each should sign an acknowledgment that they have read and understood the Policy.

The Sponsoring Unit and/or Program Director may enhance or modify the required training program to meet specific needs of the particular Program or Activity involved, but any such enhanced or modified program must include all the elements described in this section. In addition, the Sponsoring Unit and/or Program Director shall arrange for sufficiently frequent training sessions to permit covered Programs or Activities to continue to function on a regularly scheduled basis.

Additionally, all Authorized Adults/Program Staff must successfully complete the Minors on Campus Policy and Procedure training course annually. The Training should be scheduled with the Title IX & Compliance Office and should be completed prior to the start date of the Program or Activity involving Minors.

The Program Director is responsible for maintaining appropriate documentation that certifies the program's Authorized Adults/Program Staff have been properly trained each year (e.g., attendance records at program training, signed Acknowledgment of Understanding. These records are subject to College audit.

Non-College entities using College facilities for programs/camps involving Minors are required to certify that they have provided training comparable to that required under this Policy to their Program Staff.

IX. Program Rules of Conduct

Each program should have a clear set of rules of conduct for participants that should be provided to participants and parents/legal guardians prior to participating in the program. Each set of rules must include the following common elements:

- a. Clear statement that participants must abide by all College policies

- b. Clear statement prohibiting the possession or use of alcohol, drugs, fireworks, firearms, guns, knives, and other weapons.
- c. Clear statement that the operation of motor vehicles by Minors in residential programs is prohibited while attending and participating in the program.
- d. Clear statement that no violence of any kind, including sexual abuse, sexual harassment, and other sexually inappropriate conduct will be tolerated.
- e. Clear statement that hazing and bullying (verbal, physical, and cyber bullying) are prohibited.
- f. Clear statement that theft is prohibited.
- g. Clear statement that the use of tobacco products is prohibited and smoking is prohibited on all College property.
- h. Clear statement that misuse or damage to College property is prohibited and participants may be financially responsible for damage or misuse of College property.
- i. Prohibition against the inappropriate use of cell phones, cameras, imaging, and other digital recording devices, including use of such devices in showers, restrooms, or other areas where participants expect privacy.
- j. Rules and procedures governing when and under what circumstances participants may leave the property during the program.
- k. Process and procedures to be followed if a participant, group leader, or other individual associated with a program is alleged to have violated College policies or rules of conduct of the program, including the process for dismissal and removal from the program.

Campus units sponsoring a program are expected to provide orientation to participants that address the following topics:

- a. College rules, program rules of conduct, and behavioral expectations;
- b. Program safety and security procedures; and
- c. College reporting protocol for suspected child abuse, sexual assault, or other crimes.

X. Communication and Notification

The Sponsoring Unit shall establish an appropriate procedure for the notification of the Minor's parent/legal guardian in case of an emergency, including medical or behavioral problem, natural disasters, or other significant program disruptions. Authorized Adults with the program, as well

as participants and their parents/legal guardians, must be advised of this procedure in writing prior to the participation of the Minors in the program.

The Sponsoring Unit shall maintain a list of all program participants and a directory of Program Staff. This list shall include participant's name; local room assignment (if applicable); gender, age, address, and phone number(s) of a parent or legal guardian, as well as emergency contact information. For residential programs at College facilities, a copy of this list of program participants and a directory of Program Staff must be made available to Spelman College's Public Safety.

The Sponsoring Unit shall provide information to the parents/legal guardians detailing the manner in which the participant can be contacted during the program.

XI. College Housing

For residential programs, the Sponsoring Unit or Program Director must develop and implement rules and regulations for proper supervision of Minors in College housing, which should be provided to participants and parents/legal guardians prior to participating in the program. The following must be included:

- a. Written permission signed by the parent/guardian for the Minor to reside in College housing.
- b. Visitation by non-

The College may accept documented background clearances from governmental agencies (e.g., school districts) that have been completed within three (3) years from the start date of the Program or Activity.

Authorized Adults are under a duty to disclose to the Program Director any arrest that occurs after a background check is performed within 72 hours of its occurrence or immediately if such occurs while working as Program Staff.

Results of background checks conducted under this Policy will be used only for the purposes of this Policy, except that the College reserves the right to take appropriate action with respect to employees who may have falsified or failed to disclose information material to their employment on employment applications uncovered as a result of the background check, including and up to immediate termination of employment. Copies of all correspondence with Program Staff members regarding background check reports will be retained in Spelman College's Department of Human Resources.

All contracts for the services of independent contractors that will be working with Minors must include a provision assuring that the employees of such independent contractors or the contractor (in the case of a solo contractor) will comply with the above-established process or provide evidence that background checks and training comparable to those required by the College under this Policy have taken place.

XIII. Programs Directed by Non-College Entities

From time to time, Programs or Activities will be held on the College campus by non-College organizations. Any such program involving Minors shall

- e. A record showing the date, time, and signature of the person who administered or supervised each administration of medicine must be retained by the Sponsoring Unit.
- f. Any medicine the participant cannot self-administer must be stored and

Minors in the Program or Activity; and the administrative requirements associated with the Program or Activity, including but not limited to waivers and permission slips to be obtained from the parents/guardians of participating Minors and medical emergency forms.



MINORS ON CAMPUS FORM A



MINORS ON CAMPUS POLICY FORM B FACILITY USE AGREEMENT

THIS SAFETY OF MINORS ADDENDUM is part of the Facility Use Agreement (the “Agreement”) entered into between Spelman College (the “College”) and the Facility User dated _____. In the event of any conflict between the provisions of this Addendum and other provisions of the Agreement, the provisions of this Addendum shall control.

1. Supervision; Safety and Protection of Minors. Facility User shall be responsible for (i) supervising minor attendees while anywhere on College property; (ii) providing qualified, properly trained and responsible adult supervisors in compliance with College’s Minors on Campus policy; and (iii) complying with the Minors on Campus policy, as well as College rules, regulations and procedures for use of the Facility, throughout the entire term of this Agreement.

1.1 Facility User represents and certifies to College that:

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BY SIGNING BELOW, the Facility User's officer or representative certifies that he/she has read the Spelman College's Minors on Campus policy and has complied with the necessary requirements for programs/activities involving minors as outlined therein. The Facility User's officer or representative further certifies that he/she has complied with the requirements of this Safety of Minors Addendum.

[Facility User]

By: _____

Name: _____



**MINORS ON CAMPUS POLICY FORM C
WAIVER AND CONSENT FOR MEDICAL TREATMENT, SELF-ADMINISTRATION
OF PRESCRIPTION MEDICATION, AND OVER-THE-COUNTER MEDICATION**

PROGRAM/CAMP INFORMATION

Program/Camp Name:

Date(s): _____ Time(s): _____

Location:

The information requested on this form is intended to help inform program staff of any pre-existing medical conditions of participant. ***This information will be kept in strict confidence and***

PART 1. GENERAL INFORMATION

Participant Name (hereafter "Participant") _____

Parent/Legal Guardian Name (if applicable) _____

Street Address _____ City _____ State _____ Zip _____

Home or Cell Phone _____

If yes, identify and explain:

Is participant currently taking medication that may interfere with ability to safely participate in Program? YES NO

If yes, please indicate the medication and the condition being treated:

Does participant have a history of allergies or reactions to medications, insect stings, or plants?
YES NO

If yes, please explain:

Does participant have a history of, or currently suffer from, medical condition(s) with which we need to be aware? YES NO

If yes, please explain:

Parent/Guardian Name _____ Parent/Guardian Signature _____

Participant Signature (if 18 or older) _____ Date _____

PART 3: WAIVER AND CONSENT FOR MEDICAL TREATMENT

I, the undersigned parent/guardian, do hereby grant permission for my son/daughter/ward to receive necessary medical treatment, and give permission to Spelman College, through its

I hereby authorize that the following medications may be given to Participant if the need arises. You may dispense only those listed. Parents/ Guardians should include any over-the counter medications their son/daughter/ward is currently taking including any OTC, herbal or other organic medications.

Program staff reserves the right to use generic equivalents when available for the name brand over-the-counter medications listed above.

I understand that such administration will not be done under the supervision of medical personnel. I also agree that any first aid treatment may be given as needed.

PART 5: AUTHORIZATION FOR SELF-ADMINISTRATION OF PRESCRIPTION MEDICATION

This form must be completed fully in order for the participant identified above to self-administer prescription medication during the program identified above. A separate form must be completed for **each** medication to be administered. Self-administration of medication requires the written authorization (below) of Participant's parent or legal guardian.

_____ *No, my chan.*

Medication shall be administered from (date) _____ to _____

Special storage requirements: _____

Is Participant capable of self-managed care: YES NO



MINORS ON CAMPUS POLICY FORM D
PROGRAM/ACTIVITY REQUEST FOR EXEMPTION FORM

This form must be reviewed and signed by the Program Director and the appropriate Dean prior to being submitted to the either the Office of Human Resources or the Office of Title IX and Compliance.

Name of Program/Activity: _____

Location of Program/Activity: _____

Sponsoring Unit: _____

Director of Program/Activity: _____

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Have all program staff been background checked?

YES NO

Have all program staff completed training on minors?

YES NO

Specific section from Minors on Campus policy from which you are requesting an exception:

Please explain in detail why this program/activity should be exempted from all or part of the Minors on Campus policy.
