

Best Practices Checklist: Minors on Campus

✓ Check if meets standard

Organization

- The university risk management committee reviews campus activities that may involve minors and develops policy and procedures that minimize the risks to children on campus
- The university risk management committee maintains an inventory of programs and activities involving minors on campus
- The university policy on minors communicates requirements on:
 - Employment of minors, age 14-17 (employment of someone under 13 years is prohibited)
 - Employees Bringing Children and Minors to Work
 - Students Bringing Children and Minors to Class
 - Visiting Children and Minors
 - Bring Your Daughter To Work® Day (or son)
 - Mentoring programs
 - Youth Camps
 - Early Childhood Learning Centers
 - University policy requires all incidents of injury, illness or behavior be reported to the Campus Public Safety (or Police Department) for investigation regardless of the severity of the event.
 - University policy requires all suspected incidence child abuse be reported IMMEDIATELY to the campus or municipal police department for investigation regardless of the severity of the event. If required by state law the individual observing the abuse must make a report IMMEDIATELY to the appropriate child welfare agency.
 - Mentoring programs that involve private instruction (laboratory, music instruction, etc.) must not take place in a room or other space that is not in full view from outside the room when the door is closed when there is only one adult present. A window opening must exist and allow full view into the room.
 - Minors are accompanied at all times and not permitted to work alone as there may be a need to escort the participant out of the facility in the event of an emergency.
 - When instructing a minor privately, the parent or legal guardian should be required to remain on the premises for the duration of the instruction.
 - Minors are accompanied at all times and not permitted to work alone as there may be a need to escort the participant out of the facility in the event of an emergency.
 - When traveling away from campus for a university program, a parent or legal guardian, or other adult counselor travels in the group.
 - When traveling overnight with a one child, the parent or legal guardian of the child must accompany the child, or the child may not participate. The child resides overnight with the parent or legal guardian.
 - Children / minors that are not family NEVER stay in the same room overnight with an employee of the university unless the child's parent is also in the room as the child.
 - Male and female children / minors never assigned to sleep in the same room overnight unless accompanied by and with permission of all parents involved.
 - If there is a need to bathe, separately assigned facilities for adults, male minors / children and female minors / children are made available. If separate facilities are not possible the trip leader will publish a bathing schedule that enables individual privacy. Adults, children and minors NEVER use the same bathing facilities simultaneously.

- The university policy and procedures are reviewed by the respective Dean, Human Resources, Risk Management and Environmental Health and Safety, Public Safety and General Counsel prior to implementation
- Proposed programs and activities involving minors and children are reviewed and approved by the respective dean, general counsel, risk management and if employment related, human resources prior to acceptance.
- The university maintains a screening process for employees, counselors and volunteers that will work with children:
 - Completion of a formal written application
 - Background and reference checks
 - An in-person interview
- The Risk Management office publishes and distributes a guideline and materials to all departments hosting programs or working with children on campus that discusses the measures they can take to avoid child abuse allegations:
 - Application to approve a new program involving minors and children
 - Avoiding one-on-one situations without others in the area
 - Encourage minimum 1 advisor: 2 children or greater ratio when mentoring
 - Encouraging the child buddy system (2 minors or children working together) when sponsoring youth programs
- The Office of the General Counsel publishes an Acknowledgement of Risk and Responsibilities / Waiver of Liability for each program involving minors and children.
- An Acknowledgement of Risk and Responsibilities form must be completed and signed by the parent or guardian of all minors and children participating in organized activities and offerings such as youth camps, early childhood learning center and mentoring programs offered by the university. These forms are to remain on file in the department hosting the activity.

Published Guideline - Employees Bringing Children and Minors to Work

- Bringing a child to work and should only be permitted occasionally and for the convenience of the employee or due to a family emergency
- Children should not be routinely permitted in offices during scheduled work times
- A parent or guardian must provide supervision at all times
- Children are not allowed to be left unattended or with other employees
- Children should not interfere with workplace activities
- Children and Minors are not allowed in high-risk areas such as:
 - Laboratories, shops, studios, mechanical rooms, power plants, garages, animal facilities, food preparation areas, high security areas (except on bring Your Daughter to Work Day and only if older than 12 years of age)
 - Any areas, indoors or out, containing power tools or machinery with exposed moving parts
 - In university boats, aircraft, snow machines, grounds equipment, farm equipment, heavy duty or other motorized equipment; and vehicles except those assigned to the employee for commuting from home to campus or as part of a recognized university program
 - Gymnasium, fitness center or other athletic or employment locker room, and
- Any other high-risk areas (no playing in stairwells or doorways, no access to rooftops, construction zones, etc.)
- Exceptions to the above restrictions on having minors or children in visiting restricted high-risk areas may be granted at the discretion of the requesting employee's unit manager, dean, or director, but only with the prior written approval granted by the Director (or equivalent) for Human Resources and Risk Management
- Exceptions for the purpose of observing where a parent or guardian work are permissible, but only if all work activities have ceased under the following circumstances:
 - No risk of injury or illness is present in the workplace;

- No significant disruption of the working environment of either the requesting employee or other employees will occur, and
- The requesting parent signs an agreement promising to indemnify the university and its agents and employees for any claims (including attorney's fees and court costs) made against the university or its agents or employees that arise out of the presence of the minor in the workplace (the risk management office should maintain copies of this agreement form)
- An exception, if granted, may be revoked at any time without cause or explanation by the supervisor, manager, dean, director, and the Directors of Human Resources and Risk Management

Published Guideline - University Sponsored "Bring Your Child to Work® Day"

- These guidelines should be considered in addition to, not in lieu of, the general Employee, Student and Visitor Guidelines
- A work area cleanup is conducted prior to the actual event making sure that obvious workplace hazards have been minimized or eliminated
- An initial early day gathering is hosted with refreshments (in each building) to describe safety features, such as exits, fire alarms, bathrooms, first aid, off-limits areas, etc.
- Specified areas that are not part of the program, work areas are simply not appropriate for minors and children are communicated at the onset of the day
- Only children 5 years old or older (Kindergarten through High School) or permitted to participate
- Children under the age of 12 who are not enrolled in a university class or program are not permitted in a laboratory at any time
- Parents register each child's participation prior to the actual event (accountability in the event of a problem)
- Employees provide guided tours within a building where work area restrictions are applied (not all work areas are child-proof, even though considered safe for adults)
- Participation should be limited to children of university employees only (no cousins, nephews, friends, neighbors)
- The number of participating children with an employed parent is limited to a maximum of two at any given time

Published Guideline - Students Bringing Children and Minors to Class

- On occasion a student may want to bring a child to class and should only be permitted occasionally, for the convenience of the student due to a family emergency
- The child must not be left unattended while the parent or guardian is attending class or conducting any other business or social function on campus
- Line of sight supervision of children by the parent or guardian is required at all times
- Minors and children should be not allowed in the following high risk areas:
 - Laboratories, shops, studios, mechanical rooms, power plants, garages, animal facilities, food preparation areas, high security area
 - Any areas, indoors or out, containing power tools or machinery with exposed moving parts
 - In university boats, aircraft, snow machines, grounds equipment, farm equipment, heavy duty or other motorized equipment; and vehicles except those assigned to the employee for commuting from home to campus or as part of a recognized university program
 - Gymnasium, fitness center or other athletic or employment locker room
 - Any other high-risk areas (no playing in stairwells or doorways, no access to rooftops, construction zones, etc.)
- The university maintains a policy that children are not be allowed in classrooms where classes are in session unless permission is granted by the faculty member
 - The student must ask permission from the faculty member prior to the start of class
 - If a child becomes disruptive, the faculty member may require the student and child to leave
 - The faculty member should discuss the frequency of such occurrences with the student if this should begin to occur with frequency

Published Guideline - Visiting Children and Minors

- Line of sight supervision of children by the parent or guardian is required at all times.
- The parent or guardian must assure the minor or child is not disruptive to others and the situation should be brought to the attention of the parent or guardian
- The parent or guardian must not leave children unattended at athletic or other university activities, the university should retain the right to ask the visitors to leave if continual disregard occurs
- Visiting Children and Minors should not be allowed in high-risk areas such as:
 - Laboratories, shops, studios, mechanical rooms, power plants, garages, animal facilities, food preparation areas, high security areas
 - Any areas, indoors or out, containing power tools or machinery with exposed moving parts
 - In university boats, aircraft, snow machines, grounds equipment, farm equipment, heavy duty or other motorized equipment; and vehicles except those assigned to the employee for commuting from home to campus or as part of a recognized university program
 - Gymnasium, fitness center or other athletic or employment locker room, and
 - Any other high-risk areas (no playing in stairwells or doorways, no access to rooftops, construction zones, etc.)

Published Guideline - Employment of Minors

- The university has published a policy that summarizes the federal and state labor laws and prohibits the employment of minors in occupations that involve hazardous material and equipment
- Unique exceptions are made for minors performing research in laboratories; however, the same activity may be barred if the minor is paid a wage
- Any sponsor - supervisor, manager or faculty desiring to employ a minor for any position must first obtain permission from the human resource department, risk management and the general counsel's office prior to offering a position
- The sponsor of the position must demonstrate why the position should be filled by a minor.
- The sponsor must demonstrate the employment of a minor will not violate state and federal labor law
- The sponsor must outline what safety training will be provided and why it is necessary
(The needs specified should be evaluated to determine of by virtue of the training to be provided, if the employment is by its nature, hazardous.)