



Title: Policies and Procedures Governing Activities or Programs with Minor Participants

ID: UA- 58

Administrative Division: Financial Affairs

Unit: [Unit Name]

Effective Date: 9/1/2017

Contact: Marcy Huey-Compliance, Ethics, & Regulatory Affairs Coordinator

Revision Date:

Purpose:

The University of Alabama (“the University” or “UA”) is committed to providing a safe and welcoming experience for minors. Faculty, staff, students, student employees, graduate assistants, contractors, or volunteers are therefore expected to hold themselves to the highest standards of conduct when interacting with minors. This policy establishes requirements for those in the University community who work in any activities or programs for or that include minors, including camps, conferences, or outreach activities.

The University expects parents or guardians to provide supervision for minors who are on campus unless the minor is engaged in an activity or program for or that includes minors. Parents or guardians should not leave minors unsupervised on University property.

In addition to the requirements of this Policy, faculty, staff, students, student employees, graduate assistants, contractors, or volunteers must adhere to obligations that may be imposed by applicable law or other University Policy. All areas/programs are still subject to all other relevant UA policies and procedures, including the [Child Protection Policy](#) and the [Facilities and Grounds Use Policy](#). Except for the exclusions listed in the next paragraph, all activities or programs for and that include minors are within the scope of this Policy. This includes, but is not limited to:

- Activities or programs for or that include minors that *the University operates* on campus or in University facilities, including, but not limited to: overnight camps, instructional programs, day camps, academic camps, and sports camps.
- Activities or programs for or that include minors that are operated, conducted, or organized by Third Parties that take place on campus or in University facilities, including, but not limited to, facility rentals to third-party organizations.
- Activities or programs for or that include minors that the University operates that do not take place on campus, including, but not limited to, outreach and community service activities.
- Faculty or staff who bring minors to campus as interns or volunteers outside of a structured activity or program for or that include minors (e.g., to intern in a laboratory).
- Student organizations or any other University affiliated organization operating, facilitating, or sponsoring activities or programs for or that includes minors.

This policy does not apply to:

- Undergraduate and graduate academic programs in which individuals under the age of 18 are enrolled for academic credit or have been accepted for enrollment.
- Events on campus open to the general public that minors also attend.
- Medical care given to minors in an in-patient or out-patient setting in the University Medical Center or other University patient-care setting.
- Normal operations of licensed childcare facilities or programs are expected to comply with all applicable laws and regulations and are outside the scope of this Policy. However, separate camps or programs sponsored by these facilities could be subject to this Policy.
- Minors employed by the University.

POLICY:

This Policy applies to all faculty, staff, students, student employees, graduate assistants, contractors, or volunteers working in activities or programs for and that includes minors. The purpose of this Policy is to promote the safety and welfare of minors who participate in activities or programs for or that include minors, including such activities as camps, conferences, and outreach activities. If any University personnel are planning a program or activity that involves minors or may involve minors in any capacity, please contact Dr. Marcy Huey - Compliance, Ethics, and Regulatory Affairs Coordinator (mhuey@fa.ua.edu, 205-348-2335) for review and assessment of specific program requirements. All activities or programs for or including minors will be subject to this Policy and to the more detailed instructions outlined in the [Guide for Activities or Programs with Minor Participants \(Guide\)](#). All individuals must sign and agree to abide by the requirements outlined in the Guide before working in activities or programs for or including minors. All individuals and requested activities/programs are expected to comply with all relevant policies and directives to the satisfaction of the University. Any behavior or contact between Program Staff and Program Participants that violates approved program activities, established law, UA's [Child Protection Policy](#), or other relevant UA policies is prohibited.

1. All activities or programs for or including minors must submit an [application](#) and all requested documentation via electronic registration to Dr. Marcy Huey - Compliance, Ethics, and Regulatory Affairs Coordinator (mhuey@fa.ua.edu, 205-348-2335) for approval at least eight weeks prior to the start date of the activity and/or program. Registration will open and is encouraged beginning April 17 for programs offered Summer 2017. An [application](#) submitted less than eight weeks prior to the start of the requested activities or programs may not be approved. Activities or programs for or including minors may not occur without appropriate UA approval as outlined herein. Detailed information on required documentation is available in the [Guide](#).
2. University departments sponsoring activities or programs for or including minors must maintain an up-to-date listing of those programs. Such lists should include each program's dates, times, locations, attendance (including age range and number of participants), and the contact information for the UA Program Sponsor and should include contact information for the Program Director where applicable.
3. Those working in activities or programs for or including minors who witness child abuse or neglect, or have information that would lead a reasonable person to believe a minor faces a substantial threat of such abuse or neglect, must follow reporting procedures established in the UA [Child Protection Policy](#).
4. Individuals working in activities or programs for or including minors must successfully complete required background checks before working in such activities or programs. Detailed information on required background checks is available in the [Guide](#).
5. All units must ensure that individuals working in activities or programs for or including minors complete all required training as outlined in the [Guide](#).
6. Minors performing activities in laboratories or around research animals may have additional documentation, training requirements or restrictions imposed, depending on the specific nature of the hazards in the area.
7. Activities or programs for or including minors may be subject to site visits coordinated by Dr. Marcy Huey - Compliance, Ethics, and Regulatory Affairs Coordinator (mhuey@fa.ua.edu, 205-348-2335). Any suspected violation of approved program guidelines or University policy will be subject to investigation by the appropriate University officials. Colleges, units, and individuals must cooperate with investigations when they occur.
8. Safety awareness information, specific to program activities, must be provided to all staff or volunteers. Appropriate safety awareness information may include training on first aid and CPR, weather safety, campus

resources, and personal safety recommendations. More detailed information on training requirements and available materials is included in the Guide.

9. Compliance with the Policy and the Guide is required as a condition of operating camps at UA. Failure to comply with the requirements of this policy or the requirements further outlined in the Guide can result in the loss of program privileges and other sanctions at The University of Alabama.

Scope (Policy applies to the following audience):

- Students
- Faculty
- Staff
- Contractors
- Volunteers
- Other – Specify: Enter other scope description here.

Definitions, Procedures, and/or References:

Activities or Programs for or that include Minors - Any: (1) event, operation, or endeavor operated, conducted, or organized by any unit or organization that is supported by or affiliated with the University or occurring on University property, (2) that includes minors, **and** (3) during which parents or guardians are not expected to be responsible for the care, custody, or control of the minors. These include Third Party Activities or Programs (defined below).

Minor - Any individual under the age of 18 or an individual under 21 years old who is incapable of self-care because of a mental or physical disability.

Program Director – A Program Director is the individual on-site who is responsible for the day-to-day operations of the activity or program and who oversees Program Staff.

Program Participant – A Program Participant is an individual under the age of 18 who is attending an activity or program for or that includes minors.

Program Staff – Program Staff consists of both paid and unpaid individuals who have direct contact with activity or program participants. This may be faculty, staff, students, student employees, graduate assistants, contractors, or volunteers. Program Staff are responsible for planning, teaching, coordinating, and carrying out activities and the supervision of participants in the activities or programs.

Third Party Activities and Programs - Third party activities or programs are activities or programs for or including minors that are offered by an individual or entity that is not affiliated with The University of Alabama and that have a participant group made up, in whole or in part, of individuals under the age of 18. These programs complete all or part of their educational and/or business purpose on UA property and the third party individual or entity assumes full responsibility for the supervision of the minors. These programs may or may not collect fees from participants. Third party activities or programs must:

- Establish a contractual relationship with the University for the use of facilities and/or resources;
- Provide evidence of insurance coverage in accordance with the requirements outlined by UA's Office of Risk Management, unless the requirements are waived by the Office of Risk Management;
- Be sponsored by or affiliated with a University department, college or recognized student organization and have a designated UA Program Contact;
- Designate an on-site Program Director, if not the UA Program Contact;
- Operate under the administrative purview of a University department;
- Complete the same review and approval process as a University-sponsored activity or program.

The Guide – The University of Alabama Guide for Activities or Programs with Minor Participants, located at <https://compliance.ua.edu/>

UA Program Contact - This individual represents the department, college, or student organization responsible for the direction or operation of the activities or programs. In the case of third party activities or programs, this person serves as the liaison between UA and the third party personnel. The UA Program Contact must be a full-time UA employee and is responsible for registering the third party activities or programs.

Volunteer - Any individual working in an unpaid capacity in an activity or program for or including minors.

Approved: 3/31/2017

AUTOFILL