



Procedure 6.15: CHILDREN INVOLVED IN UNIVERSITY-SPONSORED PROGRAMS OR PROGRAMS HELD AT THE UNIVERSITY AND / OR HOUSED IN UNIVERSITY FACILITIES

Volume 6

Managing Office: Office of Human Resources

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I. INTRODUCTION AND PURPOSE

To provide for the appropriate supervision of children who are involved in University-sponsored programs, programs held at the University and/or programs housed in University facilities at Alabama Agricultural and Mechanical University (AAMU). This policy does not apply to general public events where parents/guardians are invited/expected to provide supervision of children, or to events where parents/guardians are explicitly required to accompany their children.

II. POLICY

A sponsoring department offering or approving a program which involves children or provides University housing for children participating in a program, or a non-University group being sponsored for a program, whether utilizing University housing or not, shall:

1. Establish a procedure for the notification of the participant's parent/legal guardian in case of an emergency, including medical or behavioral problems, natural disasters, or other significant program disruptions.
2. For residential programs at University facilities, the program is required to adopt and implement rules and regulation for proper supervision of children in University housing consistent with the guidelines referenced in paragraph 9 of this Policy. The program shall also provide a list of all program participants and a directory of program staff to the Department of Public Safety.
3. Provide information to parent or legal guardian detailing the manner in which the participant can be contacted during the program.

4. Maintain a Medical Treatment Authorization Form on file for health services and a process for distributing prescription medication to participants and obtain all needed media and liability releases as part of the program registration process. All data gathered shall be confidential and shall not be disclosed, except as provided by law.
5. Arrange access to emergency medical services for all events involving physical contact or more than normal exertion of the participant, i.e. sports camps, etc.
6. Ensure adequate supervision of children while they are on University property. All activities involving children must be supervised by at least two or more Authorized Adults or by their parent(s) or legal guardian(s) at all times. When the University is the host for High School students, including prospective athletes participating in pre-enrollment visitation, the requirement for two Authorized Adults will be waived
7. Develop and make available to participants the rules and discipline measures applicable to the program.
8. All Authorized Adults who have direct contact with children are required to have a current background check on record with the University which has been reviewed and approved by Human Resources at the time of hire and/or prior to an individual beginning work with children. Under this policy, a current background check is good for one (1) year. Overall guidance for background checks is provided in AAMU Procedure 6.14 – Background Checks.
9. Authorized Adults participating in programs and activities covered by this Policy shall acquaint themselves and comply with the guidelines for contact and behavior with minors as established by the University from time to time including, but not limited to behavior related to discipline, alcohol and drugs and inappropriate contact. In addition, all Authorized Adults shall receive training regarding responsibilities and expectations; policies, procedures, and enforcement; appropriate crisis/emergency responses; safety and security precautions; confidentiality issues involving children; mandated reporting; and University responsibility/liability.
10. Authorized personnel/signatories for non-University groups using University facilities must provide to the sponsoring department satisfactory evidence of compliance with all of the requirements of this Policy at least thirty (30) days prior to the scheduled use of University facilities, as well as sign an approved agreement for use of University facilities, if applicable.
11. The University is authorized to take all other steps which may be determined to be required by applicable law.

III. PROCEDURE

A sponsoring department offering or approving a program which involves children or provides University housing for children participating in a program, or a non-University group being sponsored for a program, whether utilizing University housing or not, shall:

1. Each program shall establish a procedure for the notification of the participant's parent/legal guardian in case of an emergency, including medical or behavioral problems, 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 children in the program.
2. For residential programs at University facilities, the program is required to adopt and implement rules and regulation for proper supervision of children in University housing consistent with the guidelines referenced in paragraph 11 of this Procedure. The program shall provide a list of all program participants and a directory of program staff to the Department of Public Safety. This list shall include participant's name; dormitory (if applicable); gender, age, address, and phone number(s) of parent or legal guardian, as well as emergency contact information.
3. Each program must provide information to parent or legal guardian detailing the manner in which the participant can be contacted during the program, which shall include an emergency contact phone number for the program.
4. Each program shall obtain and maintain a media release, a liability release and a Medical Treatment Authorization form for health services on file for each participant. All medical forms must include the following:
 - A. A statement informing the parent/legal guardian that the University does (or does not, as applicable) provide medical insurance to cover medical care for the minor.
 - B. A statement authorizing the release of medical information (HIPAA) and emergency treatment in case the parent/legal guardian/emergency contact cannot be reached for permission.
 - C. A list of any physical, mental or medical conditions the minor may have, including any allergies that could impact his/her participation in the program.
 - D. All emergency contact information including name, address and phone number of the emergency contact.
 - E. Participants' medicines may be distributed by program staff, under the following conditions:
 - The participant's family provides the medicine in its original pharmacy container labeled with the participant's name, medicine name, dosage and

timing of consumption. Over-the-counter medications must be provided in their manufacturers' container.

- Staff shall keep the medicine in a secure location, and at the appropriate time for distribution shall meet with the participant.
- The staff member shall allow the participant to self-administer the appropriate dose as shown on the container.
- Any medicine which the participant cannot self-administer, must be stored and administered by a licensed healthcare professional associated with the campus or, if no one is available, arrangements must be made with another health care professional in advance of the participant's arrival.
- Personal "epi" pens and inhalers may be carried by the participant during activities.

5. Arrange access to emergency medical services for all events involving physical contact or more than normal exertion of the participant, i.e. sports camps, etc.

6. Ensure adequate supervision of children while they are on University property. All activities involving children must be supervised by at least two or more Authorized Adults or by their parent(s) or legal guardian(s) at all times. When the University is the host for High School students, including prospective athletes, participating in pre-enrollment visitation, the requirement for two Authorized Adults will be waived. All supervised participants in a University program or a program taking place on University property are permitted in the general use facilities [e.g. athletic fields, public spaces, academic buildings] but may be restricted from certain areas of the facilities [e.g. equipment rooms, athletic training rooms, staff/faculty offices] or from utilizing certain equipment.

7. Each program shall develop and make available to participants the rules and disciplinary measures applicable to the program. Program participants and staff must abide by all University regulations and may be removed from the program for non-compliance with rules. The following must be included in program rules:

- A. The possession or use of alcohol and other drugs, fireworks, guns and other weapons is prohibited.
- B. The operation of a motor vehicle by children is prohibited while attending and participating in the program.
- C. Rules and procedures governing when and under what circumstances participants may leave University property during the program.
- D. No violence, including sexual abuse or harassment, will be tolerated.
- E. Bullying including verbal, physical, and cyber bullying are prohibited.
- F. No theft of property regardless of owner will be tolerated.
- G. No use of tobacco products (smoking is prohibited in **all** University buildings) will be tolerated.

- H. Misuse or damage of University property is prohibited. Charges will be assessed against those participants who are responsible for damage or misuse of University property.
- I. The inappropriate use of cameras, imaging, and digital devices is prohibited in areas where privacy is expected by participants.

8. All Authorized Adults who have direct contact with children are required to have a current background check on record with the University at the time of hire and/or beginning work with children. This background check must be reviewed and approved by the Office of Human Resources at the time of hire and/or prior to an individual beginning work with children in the program. Under this policy, a current background check is good for one (1) year.

- New hires will be required to complete the University background check process at the time of hire.
- All other individuals must complete the University background check process **or** provide evidence of completion of an Alabama State Criminal History and FBI criminal history report clearance annually. This includes current employees who have not previously had a background check completed, as well as all other individuals, paid or unpaid, that are working with the University under this policy.
- If outside criminal history background check reports are to be considered as a replacement for a University background check, verifications must be reviewed and approved by the Office of Human Resources prior to being hired and/or interacting with children.
- The cost for completion of a background check completed by the University for employees and non-employees, under this policy, will be the responsibility of the individual unless specifically authorized for processing and/or payment by the hiring department.
- Overall guidance for background checks is provided in AAMU Procedure 6.14 – Background Checks.

9. Programs that have a residential component are required to adopt and implement rules and regulations for proper supervision of children in University housing. The following must be included:

- Written permission signed by the parent/guardian for the minor to reside in University housing.
- A curfew time which is age-appropriate for the participants, but in no case shall it be later than midnight.
- In-room visitation to be restricted to participants of the same gender.

- Guests of participants (other than a parent/legal guardian and other program participants) are restricted to visitation in the building lobby and/or floor lounges, and only during approved hours specified by the program.
- The program must comply with all security measures and procedures specified by Residential Life and the Department of Public Safety.
- The program shall provide and supervise trained counselors (also considered to be Authorized Adults) who must be at least 19 years of age and establish counselor ratios appropriate to reflect the gender distribution of participants.

10. Programs that use counselors will provide training for the counselors which must include, at a minimum, information about responsibilities and expectations; policies, procedures, and enforcement; appropriate crisis/emergency responses; safety and security precautions; confidentiality issues involving children; mandated reporting; and University responsibility/liability. Counselors must know how to request local emergency services and how to report suspected child abuse. Counselors must inform program participants about safety and security procedures, University rules, rules established by the program, and behavioral expectations. Counselors are responsible for following and enforcing all rules and must be able to provide information included herein to program participants and be able to respond to emergency(ies).

11. Authorized Adults participating in programs and activities covered by this Policy **shall not**:

- Have one-on-one contact with children: there must be two or more adults present during activities where children are present. Authorized Adults also shall not have any direct electronic contact with children without another adult being included in the communication.
- In the case of adults supervising children overnight, Authorized Adult should not enter a minor's room, bathroom facility, or similar area without another adult in attendance, consistent with the policy of not having one-on-one contact with children.
- Separate accommodations for adults and children are required other than the child's parents or guardians.
- Engage in abusive conduct of any kind toward, or in the presence of, a minor.
- Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any minor.
- Pick up children from or drop off children at their homes, other than the driver's child(ren), except as specifically authorized in writing by the minor's parent or legal guardian.
- Authorized Adults shall not provide alcohol or illegal drugs to any minor. Authorized Adults shall not provide prescription drugs or any medication to any minor unless specifically authorized in writing by the parent or legal guardian as

being required for the minor's care or the minor's emergency treatment. Participants' medicines may be distributed by program staff, following the conditions outlined in section 6 of this document.

- Make sexual materials in any form available to children participating in programs or activities covered by this Policy or assist them in any way in gaining access to such materials.

12. If 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.

13. Authorized personnel/signatories for non-University groups using University facilities must provide to the sponsoring department satisfactory evidence of compliance with all of the requirements of this Policy at least thirty (30) days prior to the scheduled use of University facilities, as well as sign an approved agreement for use of University facilities, if applicable.

14. The University shall appoint a Coordinator that will be responsible for ensuring the program directors have conducted any mandatory training, maintaining the files of each program, ensuring all requirements of this policy are met prior to the start of each program and serving as the point of contact for the university program directors.

IV. DEFINITIONS

Authorized Adult-Individuals, age 19 and older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee children in program activities, recreational, and/or residential facilities. This includes but is not limited to faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, and independent contractors/consultants. The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, etc. Authorized Adults are considered to be mandated reporters as defined by Alabama law.

Child/Children -A person under the age of nineteen (19) who is not enrolled or accepted for enrollment in credit-granting courses at the University. Students who are "dually enrolled" in University credit-granting courses while also enrolled in elementary, middle and/or high school are not included in this policy unless such enrollment includes overnight housing in University facilities.

Direct Contact -Positions with the possibility of care, supervision, guidance or control of children and/or routine interaction with children.

One-On-One Contact -Personal, unsupervised interaction between any Authorized Adult and a participant without at least one other Authorized Adult, parent or legal guardian being present.

Programs -Programs and activities offered by various academic or administrative departments of the University, or by non-University groups using University facilities. This includes but is not limited to workshops, sport camps, academic camps, conferences, pre-enrollment visits, Cooperative Extension programs and similar activities.

Sponsoring Department-The academic or administrative department of the University which offers a program or gives approval for housing or use of facilities.

University Facilities -Facilities owned by, or under the control of, the University.

Volunteer - an individual who is not an employee and who is providing a service to the program without expectation of remuneration.

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