

**ABAC Minors on Campus Institutional Procedures
Board Policy 6.9-Programs Serving Minors**

“University System of Georgia (USG) institutions periodically conduct, sponsor or host programs designed to serve minors who are not enrolled as students, including but not limited to camps, clinics, after school programs and activities. Employees and volunteers associated with these programs who are reasonably anticipated to have direct contact or interaction with minor program participants must be appropriately pre-screened and trained. Institution presidents are responsible for establishing institution-level procedures to implement this policy and related directives from the USG.

1. Programs covered under 6.9-Programs Serving Minors:
 - a. Programs to fall under this USG policy include academic camps, athletic camps, after-school programs, workshops, licensed child-care facilities, conferences and similar activities which involve the custody and care of non-student minors which are conducted, hosted or sponsored by an USG institution.
 - b. This policy does not include minors enrolled as students.
 - c. Exempt from this policy includes any field trip or event in which the minor participants are supervised by the minor’s school or organization. Campus events or performances open to the general public or private/personal events (weddings, birthday parties, etc.) are also excluded from this policy.
2. Staff/Volunteer Code of Conduct:
 - a. A universal Code of Conduct for all ABAC staff and volunteers working with minors was created to ensure a consistency between programs.
 - b. This code of conduct can be found on the ABAC Human Resources MOC website.
 - c. The MOC Coordinator must be contacted if the code is violated.
3. Program Registration:
 - a. All ABAC departments/groups must register any Minors on Campus programs which fall under the Board Policy 6.9.
 - b. ABAC’s MOC Coordinator will manage the status of the Minors on Campus programs
 - c. The registration procedure is as follows:
 - i. Contact Facilities Event Coordinator to begin the third-party facilities registration process.



1. A contract must be obtained (see 2.c2) 45 days prior to the program start date.
 2. Department must complete paperwork and provide evidence of meeting policies no later than 10 days prior to the program start date.
 - ii. MOC Coordinator will provide the policies/requirements and provide annual program director training for programs to become a registered Minors on Campus program. Included will be:
 1. ABAC Youth Programs for Minors Staff & Volunteer Code of Conduct
 2. Staff & volunteer background check, screening, and training requirements
 3. Required forms for programs to maintain
 - iii. MOC Coordinator will maintain the registered program database for ABAC. This database will detail all authorized programs serving minors which fall under the Board Policy 6.9.
4. Program requirements for becoming an authorized ABAC Minors on Campus are listed below:

All ABAC minors on campus programs (as defined by Board Policy 6.9) must follow the program requirements as described below. These requirements must be maintained to be considered an authorized ABAC Minors on Campus Program.

 - a. Training requirements: All staff and volunteers must complete the minimum training as specified in Section 5 prior to the start of the program.
 - b. Proper screening and background checks: All staff/volunteers having direct contact with minors must have proper background checks and screening (if applicable) as described in Section 6.
 - c. Supervision Ratio: The following supervision ratios should be maintained through the program duration. These ratios were provided by the American Camp Association.
 - These ratios are the minimum requirement for adult to child supervision.
 - Adult to Minor Supervision Ratios



Minor Age	Day Adult : Minor Ratio	Overnight Adult : Minor Ratio
5 years & younger	1:6	1:5
6-8 years	1:8	1:6
9-14 years	1:10	1:8
15-18 years	1:12	1:10

- d. Safety and security planning: The following need to be considered and addressed by all youth programs for minors prior to program start date:
- Training staff/volunteers
 1. No less than two staff trained in CPR/First Aid must be on-site at all times.
 - Emergency procedures (response to injuries/illness, missing child, weather condition responses, etc.)
 - Parental notification and required registration documents
 - Record keeping (medical information)
 - Facility Use
 - Minors' transportation (if applicable)
- e. Response protocols for injury, illness, participant misconduct, and staff misconduct: The follow protocols should be followed for youth programs serving minors.
- Medical incidents/emergencies: Medical incidents can be categorized as minor and major, and the staff/volunteer response varies.
 1. Minor incidents include occurrences which do not need outside assistance (911, police). General scrapes, cuts, illness, bruises can be considered minor incidents. Staff/volunteers need to be trained to handle such incidents. This may include First Aid/CPR training prior to the program start date. Parental notification must occur; however, timing of notification is dependent upon program supervisors (immediate notification vs notification at end of program).
 2. Major emergencies include occurrences which need outside assistance (911, police). Broken bones, head injury, and missing child are examples of major emergencies. ABAC police or 911 should be contacted immediately. Staff/volunteers need training as how to handle major emergencies.



3. An ABAC Police Department incident report is required to be completed for any major incident and kept on file for the mandatory requirement (Section 4.h).
- Participant code of conduct and participant code of misconduct: Youth programs serving minors must provide a participant code of conduct for all participants to sign and follow. This code of conduct should include the consequences of such actions which break the code (removal from activity, parental notification, removal from entire program). Under no circumstances will consequences/discipline include physical or mental retaliation.
 1. Participant code of conduct needs to be signed by participant ages 10 and older and their parent/legal guardian.
 2. Participant code of conduct needs to be signed by parent/guardian of participating minor for minors under 10.
- Staff/volunteer misconduct: For any staff/volunteer misconduct, supervisors/youth program coordinators will follow ABAC Progressive Discipline Guidelines. If misconduct is severe, immediate termination and criminal prosecution may be required.
 1. For severe incidents where termination and/or criminal prosecution is required, the MOC Coordinator must be notified.
- f. Transportation needs: Transportation must follow ABAC guidelines and the following:
 - A transportation waiver must be signed by parental/guardian units of participating minors. (if applicable)
 - ACA supervision ratios (Section 4.c) must be maintained inside vehicles, with the minimum requirement of two adults at all times.
- g. Housing: MOC Program Directors are required to monitor both MOC attendees and MOC Staff/Volunteers. This includes unannounced random physical audits. Two adults are required if an adult is needed to be in a residence room with a minor (ex: room checks).



- h. Participation requirement forms: According to USG Records Retention Schedule, child and youth participant records must be kept for 3 years after participant turns 18. These records may include applications, enrollment records, progress reports/assessments, immunization records, parental consent forms, activity records, and list of attendees. Authorized youth programs serving minors need to include the following forms:
 - Registration/Enrollment
 - Emergency Contact
 - Medical Information
 - 1. Allergies, special requirements, etc.
 - Participant Code of Conduct
 - Liability Waivers
 - 1. Participation
 - 2. Transportation (if applicable)
5. ABAC Staff and Volunteer Training:
- a. ABAC staff and volunteers required to complete training are those who will have direct contact with minors (see definitions from Section 6.c and 6.d). Training needs to be completed prior to the start of the program.
 - i. ABAC staff/ volunteers who work with MOC programs must complete USG's online training, Protecting Minors, Title IX and Clery Act.
 - 1. Staff must print completion certificate.
 - 2. Completion certificates must be kept by program director/supervisor.
 - b. ABAC minors on campus programs (as defined by Board Policy 6.9) fall within two major categories, single day events or multiple day events.
 - c. For ABAC's purposes, the definition of a single day event is any program or event serving minors that last no longer than one day. Examples may include half day writing workshops or single day camps. The definition of a multiple day event is any program or event which lasts longer than one day. This includes overnight programs.
 - d. The amount of training needed for staff and volunteers is dependent upon the category of the program. The department hosting the event/program is responsible for delivering the needed training.
 - e. All Minors on Campus programs/events falling under the Board Policy 6.9 must incorporate the following trainings.
 - i. For single day events, further training may need to be included depending upon program requirements.



1. Roles and responsibilities
 - a. Staff/Volunteer code of conduct
 - b. Mandatory reporting requirements: any program staff, ABAC employee, or volunteer who has reasonable cause to believe that suspected child abuse has occurred, shall immediately report the suspected abuse to ABAC Police, his/her appropriate supervisor and the ABAC MOC Coordinator who will take immediate action. ABAC must ensure that the Division of Family and Children Services is notified of the suspected abuse immediately and in no case later than 24 hours after the staff, employee, or volunteer (or other reporter) first had reasonable cause to suspect the abuse.
 - c. Mandatory reporting requirements: Any program staff, ABAC employee or volunteer that has knowledge of a potential violation of the USG Sexual Misconduct Policy, shall immediately report the suspected issue to their program director and the ABAC MOC Coordinator who will initiate an appropriate review.
2. Relevant institutional policies
3. Emergency procedures
 - a. CPR/First Aid
 - b. Fire
 - c. Inclement weather (tornado, severe storms)
 - d. Bomb threat
 - e. Active shooter
 - f. Train accident/derailment
 - g. Accidents and injuries (reporting and procedures)
- ii. For multiple day programs/events additional training is needed:
 1. Documentation
 2. Conflict Mediation and Crisis Management
 3. Customer Service
 4. Title IX (sexual assault/ harassment)
 5. Confrontation
 6. Campus Resources
 7. Ethics and Role Modeling
 8. Parental Notification
 9. Youth Protection

10. If applicable to programs:
 - a. Student Transportation

6. Background Checks/Screening Procedures:

- a. For programs falling under the Policy 6.9-Programs Serving Minors, any ABAC staff and/or volunteer must undergo a background check prior to the start of the program.
- b. ABAC's Human Resources will perform the background checks.
- c. ABAC staff members include any individual, including student workers, who will be educating and/or caring (direct contact) for minors within the program.
- d. Volunteers include any non-ABAC employee who will be educating and/or caring (direct contact) for minors within the program.
- e. Prior screening before hiring staff/volunteers is required. Such screening techniques can include in-person interviews and reference checks.

7. Facility Use Agreement/ License Agreement

- a. Any outside parties not affiliated with ABAC but are renting ABAC facilities to hold programs serving minors (ex: church camps) must sign an agreement within their rental contract which states any individual working with the minors will be properly pre-screened and trained prior to the event. The outside parties are responsible for pre-screening and training their own staff/volunteers who are working with the participating minors.
- b. ABAC's Event and Information Coordinator will provide the facility use agreement to all parties which will state the following:
 - i. Compliance With Programs Serving Minors Policy: Permit Holders that operate events that provide for the care, custody, or control of minors shall take precautions to assure the safety and well-being of minors and Institution property, and to release the Owner and Institution from any liability in conjunction with use of the facility. Permit Holder by its signature herein acknowledges receipt of a copy of and compliance with such policy, as set forth on Section B. At any time, the Institution may request, and must be promptly provided with, copies of all pre-screening and training verification.
 - ii. Section B (may be renamed to fit within contract) describes the provisions which 3rd parties must follow to meet ABAC Minor's on Campus policies. The provisions are:
 1. Institutional Policy



2. Duty of Care
 3. Forms
 4. Criminal Background Checks (including screening)
 5. Supervision
 6. Training
 7. Safety and Security
 8. Reporting Obligations
 9. Known or Suspected Abuse or Neglect of Minors
- c. The Facilities/Event Coordinator will ensure this agreement is completed prior to program start date.