

# Atlanta Metropolitan State College

## Non-Student Minors on Campus Policy

### Policy Statement

Atlanta Metropolitan State College (AMSC) seeks to maintain an environment that is safe for those who work, study or participate in programs at the College. AMSC is concerned with the safety and well-being of all campus visitors, especially those visitors who are minors. This policy is intended to set forth requirements for AMSC officials responsible for programs involving minors so as to protect the safety of those minors. Minors are involved in College activities for a variety of reasons. Minors may be on campus to participate in athletic, music or academic camps; to participate in other summer or break camps sponsored by, association with, or hosted by the College; and minors may be involved in academic or grant programs of the College.

### Policy Purpose

The purpose for this policy is to enhance the safety of the campus and Atlanta Metropolitan State College programs for minors who are present on campus and/or participating in programs sponsored or supported by the College.

### Scope

This policy is applicable to all members of the Atlanta Metropolitan State College community. Its requirements also apply to non-AMSC program sponsors whose programs are offered in association with, or hosted by, AMSC.

This policy does not apply where minors are enrolled in courses as students of AMSC, or where minors are present for general College events that are open to all members of the public. Additionally, this policy is not applicable to minors who may be involved in research projects. This policy does not apply to general public events where parents/guardians are invited/expected/required to provide supervision of Minors. Likewise, the policy does not apply to prospective students staying with College students or guests of College students that may be under the age of 18.

### Definitions

**Authorized Adult or Program Staff:** A person, paid or unpaid, who may have direct contact, interact with, treat, supervise, chaperone, or otherwise oversee minors. This definition does not include temporary guest speakers, presenters, or other individuals who have no direct contact

with program participants other than short-term activities supervised by program staff; or individuals whose only role is as a participant in the education, services, or programs offered.

**Authorized Program:** A program, activity, or service operated or sponsored by a USG institution or by a non-USG entity using Institution Facilities during which agents, employees or volunteers of the USG institution or non-USG entity are responsible for the care, custody, or control of participating minors, rather than their parents or guardians. For purposes of this policy, Authorized Programs do not include events that are open to the general public and that minors may attend at the sole discretion of their parents or guardians.

**Campus:** For purposes of this policy, “campus” includes all buildings, properties, facilities and areas that are owned, leased, managed, operated, or controlled by Atlanta Metropolitan State College.

**Child Abuse:** Physical injury or death inflicted upon a child by a parent or caretaker thereof by other than accidental means; neglect or exploitation of a child by a parent or caretaker thereof; sexual abuse of a child; or sexual exploitation of a child.

**Institution Facilities:** Buildings, structures and improvements of all types, outdoor areas, campus grounds, and athletic venues owned or leased by the USG.

**Mandatory Reporter:** A person who is required by Georgia law to report suspected child abuse to the appropriate authorities. Mandatory Reporters include but are not limited to faculty/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.

**Minor:** A person who is less than eighteen years of age and, for purposes of this Policy, who is not enrolled as a student at a USG institution and who is not employed by a USG institution.

**Program Administrator:** The person(s) who has primary and direct operational responsibility for managing an Authorized Program.

**Background Investigation:** A report including an individual’s criminal history and sex offender registry.

**Child Neglect:** Child neglect includes neglect or exploitation of a child by an Authorized Individual if said neglect or exploitation consists of a lack of supervision, abandonment, or intentional or unintentional disregard by an Authorized Individual of a child’s basic needs for food, shelter, medical care, or education as evidenced by repeated incidents or a single incident which places the child at substantial risk of harm.

**Contact/Interaction with Minor(s):** in the context of this policy, contact or interaction with minors is contact that is direct and reasonably anticipated. The term does not include interaction that is merely incidental.

**Program:** Any program and/or activity operated by any College unit, or by third party organizations. This includes but is not limited to, any sports camp, academic camp, workshops, mentoring activity, internships, conferences, and research projects.

**Program Sponsor:** The primary AMSC employee acting on behalf of the Sponsoring Unit who is responsible for the organization and execution of the program, including adherence to this policy. The Program Sponsor is also considered an Authorized Individual for the purposes of this policy.

**Sponsoring Unit:** The academic, administrative or athletic unit of the College that offers a program or facilitates the use of AMSC facilities.

**Third Party Activity:** Non-affiliated third-party organizations or agencies that utilize Atlanta Metropolitan State College resources to host any programs serving minors.

**College-Affiliated Activity:** Any program or activity (including any single camp, workshop, mentoring activity, research project, or internship) operated by an Atlanta Metropolitan State College sponsoring unit in which minors participating in the program or activity are supervised by Atlanta Metropolitan Stated College Authorized Individuals.

## Responsibility for Children

AMSC is an institution of higher education. While AMSC welcomes and invites the presence of minors on campus, AMSC recognizes that the campus and AMSC events may not always be an appropriate environment for children.

In recognition of the family needs and responsibilities of students, faculty, and staff may bring their child(ren) to campus for limited periods of time while the employee or student is engaged in work or educational activities, with approval by the supervisor or appropriate designee. In doing so, students, faculty, and staff must recognize and respect the needs of other community members for a quiet and productive work and educational setting. No facility or office on campus is to be used regularly in lieu of paid, child care or for unsupervised recreation for children. The adult responsible for a child is also responsible for the child's behavior and actions, and is expected to ensure that the child complies with the directions of College personnel.

Faculty, staff, and students and other adults maintain the sole responsibility for the safety of their own child(ren) or any other child(ren) accompanying them on campus.

There are risks to bringing children to the campus and to AMSC events. Students, faculty, and staff and other adults should be aware of these risks and are responsible for any and all injuries or damages sustained to or by their child(ren) or any other child(ren) accompanying them while on the AMSC campus or any properties owned or leased by AMSC, and when bringing child(ren) on college-sponsored trips or other activities. AMSC shall not be responsible or liable for any such injuries or damages unless such injuries or damages are caused by the sole negligence of AMSC, or their officers, agents, or employees.

## Program Registration

Atlanta Metropolitan Stated College will establish an AMSC Protect Minors Review Board that will be responsible for maintaining the approved registry for all Authorized Programs for Minors affiliated with AMSC. Any program or activity involving minors must be registered and approved with AMSC through the AMSC Protect Minors Review Board. All On-going Programs must register annually with the AMSC Protect Minors Review Board.

## Program Approvals

All programs serving minors held on AMSC campus facilities or utilizing AMSC's name or resources in any way must operate under an AMSC sponsoring unit. All programs must be approved by the AMSC sponsoring unit before the program activities involving the minors occur. Following a program activity approval, the sponsoring unit must register the program with the AMSC Protect Minors Review Board for review to ensure compliance with College policies and procedures, and as necessary, the procurement of required insurance coverage. The approval process includes the following:

1. The Program Sponsor must first submit a program request to a Sponsoring Unit for approval.
2. The Sponsoring Unit head or designee must approve the program request. This individual must be an AMSC employee. In considering approval, the Sponsoring Unit head must certify that:
  - a. Appropriate funding is in place
  - b. Proper consideration has been given to training requirements, licensing requirements of state and federal agencies, housing and transportation needs, safety and security planning and response protocols for injury, illness, participant misconduct and staff misconduct.
3. Ensure certification of an acceptable plan for:
  - a. Background Investigations for Authorized Individuals (Human Resources)
  - b. Insurance Coverage

c. Licensing, Program Forms and Facility Use Agreement(s), and other agreements

**Note:** Approval of a program does not guarantee facility availability or usage. It is the responsibility of the Program Sponsor to arrange for the booking of meeting rooms, housing accommodations, food service, etc. for the desired dates.

## Requirements for Programs Involving Minors

The senior-most College official whose unit sponsors an activity involving minors or associates with a non-AMSC program sponsor whose activities will involve minors, is the one that is ultimately responsible for ensuring adherence to these Policy requirements. This senior-most official may, however, delegate responsibility for the execution of these requirements to his/her designee of a unit that is sponsoring an activity involving minors or whose unit associates with a non-AMSC program sponsor whose activities will involve minors. This designated individual will be referred to in the Policy as the “AMSC program sponsor.”

## AMSC Sponsored Programs

The AMSC program sponsor must take the following steps:

1. Establish appropriate procedures for advising parents/legal guardians in writing about the specific activities of the program, including risks associated with the program, emergency notification procedures and whom at AMSC they may contact for information if they have questions or concerns. Parents/legal guardians must be advised of these procedures in writing before a minor participates in a program.
2. Ensure that all AMSC employees, students and/or volunteers working in an AMSC-sponsored program that involves minors have had a criminal background check.

Criminal background checks are required of any person who will have direct contact with minors in the course of the program (including but not limited to faculty, staff, students and volunteers) and must be completed before any individual begins work with minors. Criminal background checks are not required for a person who will have very limited involvement in the program and will not spend any time alone with minors in the program, such as a guest speaker. The AMSC program sponsor must contact AMSC Department of Human Resources least four (4) weeks before the program starts to coordinate the timely completion of the

criminal background checks. Any criminal background check must include motor vehicle moving violations for individuals who will be transporting minors.

The determination of whether a person with a criminal conviction history will be allowed to participate in a program involving minors will be evaluated by the senior-most official who supervises a College program sponsor, in consultation with AMSC Department of Human Resources. Factors to be considered will include (but are not necessarily limited to) the nature and seriousness of the conduct, how recently the conviction occurred, and whether the conduct is related to the duties and responsibilities of the individual involved in the program. **Criminal background checks must be completed annually for staff and volunteers who work or volunteer in the program.** The program sponsor must also immediately advise the senior-most College official, Office of Human Resource Services if it comes to the attention of the sponsor that any individual involved in the program has been arrested for a criminal offense (or convicted of such, if the program sponsor learns of a conviction after the commencement of a program).

3. The AMSC program sponsor must provide, or arrange for the provision of, training for all individuals who will be involved in the program and who will have access to minors in the program. The training must include:
  - a. Review of College policies applicable to the program
  - b. Appropriate behavioral expectations of employees, students and/or volunteers who will be working with minors, including but not limited to physical contact with minors, age-appropriate safety rules related to the activities of the program, rules regarding supervision of minors including supervision in restrooms and changing areas
  - c. Behavioral signs that a minor may be a victim of abuse or neglect
  - d. Reporting requirements for suspicion that a minor may be a victim of abuse or neglect
  - e. Consequences for failing to follow the requirements for appropriate interaction with minors and for reporting suspected abuse or neglect
  - f. Emergency response planning
  - g. Any other training required by the nature of the program

## Training

All AMSC employees and volunteers, who will be participating in a program covered by the AMSC Minors on Campus Policy **is required to complete the Everfi “Protect Children” online training course prior to beginning work with minors in the program.** The current cost of the course is **free** and takes approximately 45 to 60 minutes to complete.

Upon completion of the Everfi “Protect Children” online training course, the employee/volunteer must "Print Certificate" and email it to their respective program sponsor. The training will not be considered complete until the program sponsor receives the employee/volunteer training certificate. Training verification documentation must be kept by each minor program as part of its program records retention.

Although not an absolute requirement, another recommended free training is the online course offered by the State of Georgia Office of the Child Advocate entitled “**Mandated Reporters: Critical Links in Protecting Children in Georgia**”. It is highly recommended that the various Sponsored Programs include this online course in its training curriculum. The course can be found at the following link:

<https://oca.georgia.gov/mandated-reporting>

Additional program-specific training will also be provided, or arranged for, by the AMSC Program Sponsor of each minor program for all individuals who will be involved in the program, and who will have access to minors in the program. The content of the training will be as outlined in the above section in this policy labeled “AMSC Sponsored Programs”.

## Code of Conduct for Minor Programs

All AMSC employees and volunteers who participate in programs for minors must follow the Staff and Volunteers Code of Conduct listed below, in addition to any program-specific procedures for working with minors that are in place for that particular minor program;

*As an authorized staff or volunteer working in programs for minors, I hereby agree as follows:*

- I will maintain appropriate physical boundaries at all times.
- I will immediately report any reasonable suspicion or knowledge of abuse of a minor to the AMSC police department and the appropriate supervisor or program director who can take immediate action.
- I will not touch or speak to a minor in a sexual or other inappropriate manner.
- If one-on-one interaction is required it will take place in an open, well-illuminated space where I am observable by other volunteers or program staff.
- I will not meet with minors outside of established program locations or outside of established times.
- I will not invite minors to my home or other private location or accept their invitations for the same.
- I will not make sexual comments, tell sexual jokes or allow minors to access sexually explicit materials.
- I will not engage or allow minors to engage me in romantic or sexual conversations.

- I will not engage in private communications with minors to include communications via text messaging, e-mail, phone, internet chat, on-line games or other forms of social media.
- I will not accept or give gifts to minors without the knowledge of their parents or guardians.
- I will not inflict any physical or emotional abuse on minors to include, but not limited to striking, humiliating, ridiculing, or degrading minors.
- I will not use, possess or be under the influence of alcohol or illegal drugs at any time while working with minors.
- I will not provide or knowingly allow minors to possess or consume alcohol, tobacco, or illegal drugs.
- I will not use profanity, vulgarity, or harassing language in the presence of minors at any time.
- I will not provide transportation to minors unless doing so is an acknowledged component of the program. When transporting minors, more than one volunteer or program staff must be present in the vehicle, except when multiple children/teens will be in the vehicle at all times through the transportation.

***All authorized staff or volunteer working in AMSC programs for minors will be required to sign a form acknowledging agreement to follow the above listed Code of Conduct.***

## AMSC-Hosted Programs

Where the program is hosted at AMSC, but administered by a non-AMSC program sponsor, AMSC Conference and Events Services must review the facilities use agreement for the program with the AMSC Protect Minors Review Board. Facilities use agreements must require that the non-AMSC program sponsor provide appropriate staff-minor ratios for supervision of minors involved in the program. The facilities use agreements must also require that the non-AMSC program sponsor conduct criminal background checks for all individuals who will have direct contact with or responsibility for minors involved in the program. These criminal background checks must be consistent with legal requirements and generally accepted practices. The facilities use agreement must require that the non-AMSC program sponsor contact the AMSC program sponsor (who will in turn contact the AMSC officials and offices described in the preceding section) if a criminal background check yields a conviction for appropriate review and determination of whether the individual will be allowed to be involved in the program.

### **Employees or Students Bringing Children to Campus**

Generally, it is not acceptable for employees to bring their children to the worksite or for students to bring children to the classroom in lieu of childcare. If an emergency situation necessitates bringing a child to work or to a classroom or academic activity, the employee or student must first obtain permission from the appropriate supervisor/faculty member and may not leave a child unsupervised while the employee or student is engaged in usual work or academic activity. Such situations must be urgent, compelling, not recurring and of short duration. The employee or student must find alternative child care as soon as possible. AMSC is not responsible for the safety or supervision of children in the workplace or in academic programs. Minors are allowed in College laboratories only in strict accordance with College Policy on Minors in Laboratories.

### **Requirements for Reporting Suspected Abuse or Neglect**

Any Authorized Adult or Program Staff or other Mandatory Reporter under Georgia law who has reasonable cause to believe that suspected child abuse has occurred, shall immediately report the suspected abuse to the institution police department and the appropriate supervisor or Program Administrator who is able to take immediate action. (The USG further expects that any other USG employee, whether a Mandatory Reporter or not, will also appropriately report suspected child abuse.) The institution must ensure that the Division of Family and Children Services (DFCS) is notified of the suspected abuse immediately and in no case later than 24 hours after the Authorized Adult or Program Staff (or other reporter) first had reasonable cause to suspect the abuse.

**APPENDIX A: AMSC STAFF & VOLUNTEER CODE OF CONDUCT FORM**

# AMSC PROGRAMS FOR MINORS

## STAFF & VOLUNTEER CODE OF CONDUCT

Atlanta Metropolitan State College (AMSC) is committed to the safety and well-being of minors. Authorized staff and volunteers should be positive role models and treat others with respect, courtesy and dignity. Authorized staff and volunteers must abide by all AMSC policies and state and federal law.

As an authorized staff or volunteer working in programs for minors, I hereby agree as follows:

- I will maintain appropriate physical boundaries at all times.
- I will immediately report any reasonable suspicion or knowledge of abuse of a minor to the AMSC police department and the appropriate supervisor or program director who can take immediate action.
- I will not touch or speak to a minor in a sexual or other inappropriate manner.
- If one-on-one interaction is required it will take place in an open, well-illuminated space where I am observable by other volunteers or program staff.
- I will not meet with minors outside of established program locations or outside of established times.
- I will not invite minors to my home or other private location or accept their invitations for the same.
- I will not make sexual comments, tell sexual jokes or allow minors to access sexually explicit materials.
- I will not engage or allow minors to engage me in romantic or sexual conversations.
- I will not engage in private communications with minors to include communications via text messaging, e-mail, phone, internet chat, on-line games or other forms of social media.
- I will not accept or give gifts to minors without the knowledge of their parents or guardians.
- I will not inflict any physical or emotional abuse on minors to include, but not limited to striking, humiliating, ridiculing, or degrading minors.
- I will not use, possess or be under the influence of alcohol or illegal drugs at any time while working with minors.
- I will not provide or knowingly allow minors to possess or consume alcohol, tobacco, or illegal drugs.
- I will not use profanity, vulgarity, or harassing language in the presence of minors at any time.
- I will not provide transportation to minors unless doing so is an acknowledged component of the program. When transporting minors, more than one volunteer or program staff must be present in the vehicle, except when multiple children/teens will be in the vehicle at all times through the transportation.

My signature confirms that I have read and understand this Code of Conduct. My signature further confirms that I agree to abide by this Code of Conduct. Failure to abide by this Code of Conduct may result in sanctions against me, including but not limited to, termination and/or criminal prosecution.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsoring Department