

Columbus State University

Policy Name:	Protection of Minors Policy
Policy Owner:	Office of Legal Affairs, Ethics, and Compliance
Responsible University Office:	Office of Risk Management
Approval Date:	January 1, 2017
Effective Date:	May 1, 2017
Revision Date:	October 18, 2023
Policy Number:	TBD
Related Policies:	BOR 6.9 Programs Serving Minors

I. Purpose of Policy

University is committed to the safety and protection of all individuals that form part of the campus community, including employees, students, volunteers and vendors. Protecting minors participating in activities taking place on CSU's campuses is of paramount importance as well. In keeping with this philosophy, CSU, as well as the entire University System of Georgia (USG), has established best practices to provide for a safe and healthy environment for minors. The adoption and enforcement of a comprehensive policy for the protection of minors is therefore essential to fulfilling the university's obligations and demonstrating its commitment to the safety and welfare of all individuals within its community.

II. Scope of Policy

This Policy applies to any event, program or activity involving minor children that utilizes any University facilities or grounds.

III. Definitions

Minor: any child under the age of 18 that is not enrolled as a student at CSU.

Enrolled student: a student signed up for and taking a class for course credit. Students who are being tutored by faculty members are not considered "enrolled at CSU" under this policy.

Abuse or Neglect of Minors: physical injury or death inflicted upon a child under the age of 18 by other than accidental means; neglect or exploitation of a child; sexual abuse of a child; or sexual exploitation of a person under the age of 18.

Event: any activity, camp, or program utilizing university facilities and/or services requiring full supervision of a minor by the university or a third party. This responsibility includes providing

supervision, and instruction and/or recreation where the minors are apart from their parent(s) or legal guardian(s).

CSU Sponsored Event: programs and activities that are organized, managed, sponsored, or controlled by CSU or its students, faculty, or staff in their official University capacities/roles.

Exempt Events: the following are exempted from this policy:

- any program or activity that is open to the general public where *minors* attend at the sole discretion of the parent or legal guardian (e.g., athletic events, concerts, festivals, home school programs);
- a private or personal events which is not sponsored by CSU and is not open to the general public (e.g., weddings, birthday parties, seminars);
- academic activities in which CSU faculty interact with minors under the age of 18 who are enrolled at CSU;
- field trips sponsored and/or organized by schools, school districts, or other similar entities primarily for educational purposes.

Non-University Organization: a group that is not part of CSU or the Board of Regents off the University System or Georgia. These organizations, also known as third-parties, operating programs or activities involving minors are required to act consistent with this policy.

IV. Policy

CSU faculty, staff, and students participating in CSU sponsored events have a legal, moral, and ethical duty to ensure the safety of minors participating in program and activities. Adherence to the following guidelines is essential to ensuring the safety and well-being of minors participating in programs and activities taking place here at CSU.

- A. Responsibilities of Program Directors: Program Directors and Administrators of a program or activity involving minors are primarily responsible for ensuring compliance with this policy.
- B. Registration: Programs and activities involving minors on campus must be registered with the university through the Minors on Campus Registry at least thirty (30) days prior to the event or activity. Registration is an annual requirement and should be completed by the Program Director or authorized designee.
- C. Code of Conduct: The [Staff and Volunteer Code of Conduct](#) is a mandatory document setting forth minimum standards applicable for employee and volunteer interaction with minors. The [Code of Conduct](#) be signed by each individual employee or volunteer and maintained by the Program Director or designee.
- D. Training Requirements: CSU employee and volunteers are required to undergo training prior to working or volunteering with minors. Training

will be administered by the University's Office of Risk Management. Directors and other responsible university officials shall ensure that employees and volunteers are trained consistent with this Policy.

- E. Ratio of Staff to Minors: Minors participating in events must be supervised by employees or volunteers at all times by adherence and maintenance of a proper ratio of staff to minors. The following ratios are designated by the Board of Regents of the University System of Georgia and are strongly recommended. **Any program activity or event that will fall outside of these recommended ratios must be reviewed and approved by Risk Management.**
- For minors under age 6 a ratio of 6:1
 - For minors ages 6 to 8 a ratio of 8:1
 - For minors ages 9-14 a ratio of 10:1
 - For minors ages 15-17 a ratio of 12:1
 - For events that vary in ages, use the 10:1 ratio
- F. Transportation: Program directors may schedule field trips and other activities off campus, or they may schedule an event requiring transportation from one of CSU's campuses to the other. When transportation for an event is required, University authorized vehicles driven by university authorized drivers shall and must be utilized and coordinated with Plant Operations' Office of Transportation.
- G. Compliance with Human Resource Policies: CSU sponsored events must comply with the policies of the Office of Human Resources and any other appropriate offices regarding hiring practices and procedures, budgetary requirements, accounting practices, payroll, etc.
- H. Non-University Organizations: NUOs may arrange directly and register with various university departments (e.g., Continuing and Professional Education, University Support Services, Oxbow Meadows, or the Coca-Cola Space Science Center) to schedule and hold third party program and activities using University facilities and/or services under the following conditions:
- Follow all of the guidelines in this Policy when requesting authority to utilize the facilities and/or services.
 - Sign a USG/CSU approved facility use agreement/license agreement.
 - Follow all of the guidelines in this Policy for keeping minors safe while using university facilities and/or services.
 - Agree not promote the NUO as affiliated with, or sanctioned by, the University; prohibition from using

University logos or the University name unless given permission in writing by the University.

- I. Background Check: Individuals employed or volunteering as part of a program serving minors must undergo and pass a criminal background check consistent with university policy and as administered by CSU's Office of Human Resources.

Programs sponsored by a Non-University Organization must also conduct a criminal background check of its employees and volunteers.

- J. Insurance: NUOs must obtain a general liability insurance policy that identifies CSU as an additional insured. Such a certificate of insurance must be submitted to the Office of Risk Management prior to the event or activity. Failure to do so will result in cancellation of the event or activity.

**NUOs can seek to obtain liability insurance through Tenants and Users Liability Insurance Policy (TULIP) at tulip.ajgrms.com. CSU makes no guarantees, recommendations or warranties regarding third party insurance coverage.*

- K. Document Retention: Documentation related to the responsibilities set forth in this policy must be retained pursuant to the USG's retention guidelines according to the specific type of document generated. Records relating to the minor participant must be retained for three (3) years past the 18th birthday of the minor participant, and all other documents related to the program or activity must be retained for five (5) years past the end of the program or activity.
- L. Parental Forms: A parent or legal guardian for each minor participant in any event must complete a Release, Waiver of Liability, and Covenant Not to Sue form.¹ This form also includes a Camper Medical Release Form, and an Authorization to Use Image or Photograph. This document must be kept for at least 3 years after the 18^t birthday of any minor participant.
- M. Mandatory Reporting: All faculty/staff who are employees or volunteers of the University must report any abuse, reported abuse, or suspected abuse under this Policy as well as Georgia's Mandated Reporter Law. [O.C.G.A. §19-7-5 (2016)]. All CSU faculty, staff, students, and volunteers involved in programs serving minors are mandated reporters under this law.

¹ This form is located on your MyCSU page under the Forms tab.

Resources

[CSU Programs Serving Minors on Campus Webpage](#) - All of requirements for each of the above listed sections, and some best practices, can be found by clicking the link above.

[USG - About Programs Serving Minors Resource Page](#)

Points of Contact

For events: University Support Services (706)507-8380

For insurance: Department of Risk Management: (706)507-8233

Report misconduct: 911, University Police: (706)598-2022, and Department of Children and Family Services: 1-855-422-4453

For questions regarding legal interpretation/requirements: Office of General Counsel: (706) 507-8237

APPROVED:

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Dr. Stuart Rayfield, President

10/19/2023 | 8:33 AM EDT

Date