



CSU Programs Serving Minors Training

This training is provided and intended for use by Columbus State University employees and volunteers and personnel of third-party organizations using Columbus State University property for programs serving non-enrolled minors. It is derived from Georgia statutes as well as Board of Regents and Columbus State University policies and procedures.



Introduction

Columbus State University is committed to providing a safe environment for youth to grow, learn, and have fun while participating in University sponsored programs, or programs operated by third parties on CSU's campus. This training is provided to certain personnel who work with minors. It is our goal to balance the need to keep children safe with the need to nurture and care for children by engaging staff and volunteers in strategies for recognizing, preventing, and reporting child abuse and neglect.

This course is divided into four sections:

- CSU's Protection of Minors Policy
- Who is Affected (Exempt and Non-Exempt)
- Program Registry Review and Approval Process
- Program Requirements



CSU's Protection of Minors Policy

- USG BOR Policy 12.9 (Programs Serving Minors) directs all USG schools to develop a Programs Serving Minors policy
- CSU Programs Serving Minors website: [CSU Programs Serving Minors](#)
- **ALL** Programs involving non-enrolled minors must be registered and approved by CSU annually.



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Who is Affected?

Programs: Activities serving non-enrolled minors operated by CSU or Third-Party Organizations in a CSU facility.

Exempt Activities:

- Any program or activity that is open to the general public and that is not part of a USG/CSU organized Youth Program (Please see Appendix A of Protection of Minors Policy);
- A private or personal event (e.g., weddings, birthday parties);
- Field trips sponsored and/or organized by schools, school districts, or other similar entities primarily for educational purposes which are supervised by staff from the minors' school/organization;
- Health Services provided by CSU's health clinic;
- Undergraduate and graduate academic programs in which minors are enrolled for academic credit or who have been accepted for enrollment

Non-Exempt Activities:

- Sports camps
- Academic camps
- Workshops
- Mentoring activities
- Specific conferences
- Internships
- Research projects



Program Registry Review and Approval Process

Before the program activities involving the minors occur, the program must be submitted to the CSU Programs Serving Minors registry process for review and approval.

[Registration Form](#)



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Program Registry Review and Approval Process

The Program Sponsor submits a program registration request via Kuali for Approval.

The program undergoes Annual Compliance Reviews.

Review includes certification that:

- All activities are consistent with CSU's mission.
- Requisite Responsible University Official training, licensing requirements, housing and transportation needs, and other logistics will be in place prior to the start of the program.

- **Legal:** Licensing, Facilities Use Agreement(s) and other agreements.
- **Insurance & Risk Management:** Risk/Insurance Coverage.
- **Youth Compliance:** Background checks, Training, Program forms.

NOTE: Approval of a program does not guarantee facility availability or usage.



Program Requirements: Approvals

All reviews by approving parties must be completed before the program activities involving minors occur. Submitting an entry to the Program Serving Minors Registry in advance will help ensure proper compliance measures are in place.



Program Requirements: Program Forms

Program Sponsors for University Affiliated programs must maintain:

Program Participants Forms:

- Participant Code of Conduct
- Participation Agreement and Liability Waiver
- Emergency Contact and Medical Authorization
- CSU Pick-up Authorization

Responsible University Official Forms:

- Staff & Volunteer Code of Conduct
- Program Serving Minors Checklist

All CSU forms may be found here: [CSU Programs Serving Minors](#)



Program Requirements: Document Retention

- Program Directors/Responsible University Officials are responsible for keeping Program Participant records for Youth Programs.
- Per the BOR, any participant record must be kept for 3 years after the Participant reaches the age of 18.
- Other program records should be kept in accordance with BOR retention policies: [USG Records Retention Schedules](#)



Program Requirements: Background Investigations

All Responsible University Official with primary responsibilities involving direct interaction with minors are required to have a **current** satisfactory background check on record **prior** to beginning work with minors.

University Sponsored Activities:

- HR will conduct background investigations for all Responsible University Official (including CSU faculty, staff, & volunteers.*
- Background investigations must be performed on returning Responsible University Official every 3 years.

*** Fees are the responsibility of the CSU Program/Sponsoring Unit.**

Third Party Activities

- Third Party Programs will enter into a Facility Use Agreement or License Agreement. Agreements include satisfactory background investigation requirements. *

*** Fees are the responsibility of the Third Party Program/Organization**



Program Requirements: Risk/Insurance

- Columbus State University staff and volunteers are covered by the State for Liability Insurance while acting within the scope of their official duties or employment. O.C.G.A. §50-21-20 et seq.
 - This does NOT cover any program participants' accidental injuries occurring during program.
- Contact CSU Legal Affairs with questions: legalaffairs@columbusstate.edu



Program Requirements: Compliance Procedures

- Required Training
- Reporting Procedures:
 - ✓ Mandated Reporting of Child Abuse
 - ✓ Incident Reporting
- Codes of Conduct for Staff, Volunteers, and Program Participants
- Safety Planning

Program Sponsors should utilize the Programs Serving Minors Checklist Form:
[Programs Serving Minors Checklist](#)



Program Requirements: Procedures Required Training

- **All Responsible University Officials are required to complete annual CSU approved training before they begin working with minors:**
 - ☐ Mandated Reporters: Critical Links in Protecting Children in Georgia
 - ☐ CSU Programs Serving Minors
- **Training is available for Responsible University Official and third parties via CougarView.**
- **Program Directors are responsible for:**
 - ☐ Ensuring all Responsible University Official complete required training
 - ☐ Maintaining training certifications for Responsible University Officials



Program Requirements: Procedures Mandatory Reporting

Mandated Reporting Obligation: O.C.G.A. § 19-7-5(c)(1)

“The following persons having reasonable cause to believe that suspected child abuse has occurred shall report or cause reports of such abuse to be made as provided in this Code section: ...

(H) School teachers

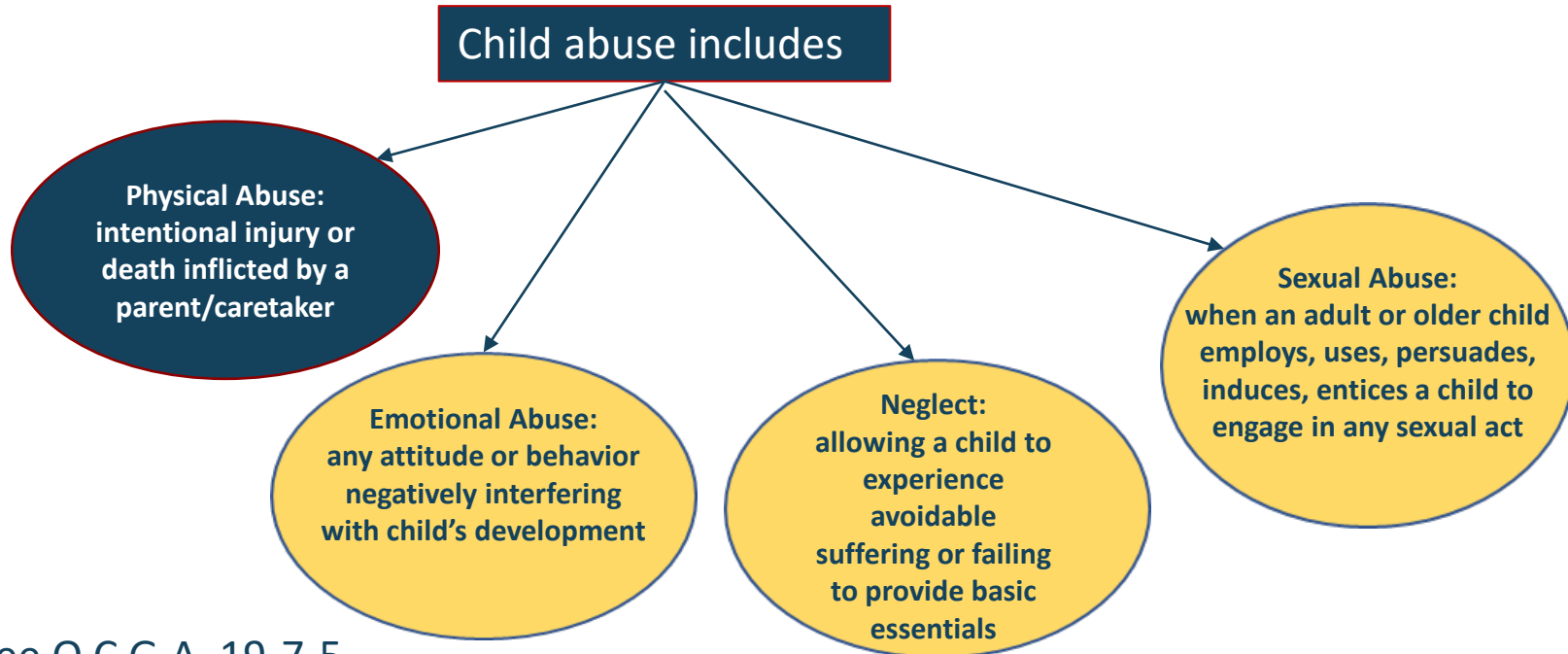
(I) School administrators

(J) School counselors and social workers. . .

(M) Child service organization personnel”



Program Requirements: Procedures Mandated Reporting





Program Requirements: Procedures Mandatory Reporting

- In 2019, 126,011* reports were made to the Georgia Division of Family and Children Services (DFCS). Of those reports, 87,587 cases were investigated.
- 11,455* or 13% were substantiated as child abuse or neglect. DFCS suspects child abuse or neglect is underreported.
- Effects of child abuse and neglect include:
 - Developmental delays
 - Poor physical, emotional, and mental health into adulthood
 - Social difficulties
 - Poor school performance
 - Behavioral problems

*Data from GA DFCS for State Fiscal Year 2019



Program Requirements: Procedures Mandatory Reporting

CSU Protection of Minors Policy Language:

- “Mandatory Reporting – Any Responsible University Official who knows, suspects, or receives information indicating that a minor has been abused or neglected must report the concern as soon as possible (but within 24 hours) to the CSU University Police and Georgia Department of Human Services, Division of Family and Children Services (1- 855-GACHILD (422-4453). The Program Sponsor should also be notified.”
- A Responsible University Official is any person authorized by CSU to have direct contact with minors. A Responsible University Official may be faculty, staff, volunteer, student, intern, or an independent contractor/consultant.



Program Requirements: Procedures Mandatory Reporting

- Any **Responsible University Official** who knows, suspects, or receives information indicating that a minor has been abused or neglected must report the concern to get help for the minor.
- **Failure to Report:** Anyone “who knowingly and willfully fails to do so shall be guilty of a misdemeanor.” O.C.G.A. § 19-7-5(h).
- It is **NOT** the Authorized Individual’s role to investigate the concern, including any injuries or anything the minor has revealed.



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Program Requirements: Procedures

Code of Conduct: Staff, Volunteers and Program Participants

- Codes of Conduct are available at: [Participant Code of Conduct](#) and [Staff & Volunteer Code of Conduct](#)
- The Codes of Conduct help to ensure:
 - Appropriate interaction between program staff/volunteers & program participants.
 - Provides for a safe environment for program participants and program staff/volunteers
- Codes of Conduct **must** be signed by:
 - Program Director/Responsible University Official
 - Program Participants



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Program Requirements: Procedures Code of Conduct: Staff, Volunteers: Highlights

Program Staff or Volunteers may not:

- Engage in private communications with minors (including communications via text messaging, e-mail, phone, Facebook, Instagram, on-line games or other forms of social media).
- Meet with minors outside of established program locations and times.
- Engage in sexual or otherwise inappropriate banter in presence of minors.
- Give gifts to minors without parental/guardian knowledge.
- Use profanity, vulgarity or harassing language in presence of minors.
- Transport minors, unless specifically cleared with Program Sponsor and part of Program.



Program Requirements: Procedures Code of Conduct: Staff, Volunteers and Program Participants

Why necessary?

- CSU has a duty to operate all programs serving minors in a safe manner.
- Breach of duty may include:
 - Lack of supervision of program participants, staff, or both.
 - Failing to communicate adequate rules to program participants, staff or both.
 - Failing to abide by CSU policies and procedures, federal or state law.



Program Requirements: Procedures Safety Planning

Program Directors must provide safety awareness information to all Program Directors/Responsible University Official. Information should include:

- CSU Office of Emergency Management information:
[CSU Office of Emergency Management](#)
- A plan for injury, inclement weather, other possibilities.
- First Aid Procedures
- Campus Automated External Defibrillator (AED) locations
- Outdoor activities/shelter in place for inclement weather
- Emergency notification procedures



Program Requirements: Procedures Incident Reporting

- **For Medical and/or Life-Threatening Emergencies Call:**
 - 706-507-8911: CSU University Police
 - 911
- Program participants' emergency contact information should be readily available and immediately utilized in case of emergency.
- Program Sponsors must submit an Accident/Incident Report to the Office of Legal Affairs at: [CSU Incident Report and Claim Form](#)



Additional Information: Relevant CSU Policies

- Compliance with CSU's Non-Discrimination Policy & Federal Civil Rights & Anti-Discrimination Laws
 - Title VII
 - Title IX
 - Americans with Disabilities Act ("ADA")
 - Compliance with the Clery Act
- Report concerns regarding violations of these policies at:
[Title IX at Columbus State University](#)



Additional Information: Relevant CSU Policies

- CSU's Non-Discrimination Policy requires compliance with federal law (including Title VII, Title IX, and the ADA) to prohibit discrimination on the basis of:
 - Sex and gender
 - Race
 - Religion
 - Veteran Status
 - Age
 - Disability
 - Pregnancy

Concerns regarding violations to this policy may be reported here:
[CSU Policies Against Harassment and Discrimination](#)



Additional Information: Relevant CSU Policies

Clery Act

- The Clery Act requires Campus Security Authorities (“CSAs”) to report crimes occurring on university property.
- A CSA includes a person having significant responsibility for student and campus activities.
- Program Directors and Responsible University Official should report crimes occurring on university property to Columbus State Police:
 - 706-507-8911 or 911 (emergency)
 - 706-568-2022 (non-emergency)
 - [CSU University Police](#)



Additional Information: Best Practices

In addition to information in prior slides, additional recommended best practices for Program Directors include:

- Closely following the Programs Serving Minors Checklist Form at: [Programs Serving Minors Checklist](#)
- Discussing (in detail) program codes of conduct, reporting procedures, and additional expectations with all Program Directors/Responsible University Officials prior to program start



Additional Information: REQUIRED Practices

Program Directors **SHALL** ensure Responsible University Official to Program Participant ratios are followed:

Day Programs:

Program Participant Age	Ratio of Responsible University Officials to Participants
Ages 4-5	1:6
Ages 6-8	1:8
Ages 9-14	1:10
Ages 15-17	1:12

Overnight Programs:

Program Participant Age	Ratio of Responsible University Officials to Participants
Ages 4-5	1:5
Ages 6-8	1:6
Ages 9-14	1:8
Ages 15-17	1:10



Additional Resources: CSU Website

The CSU Programs Serving Minors website provides this presentation, required training, forms, and other resources for program sponsors to utilize:

[CSU Programs Serving Minors Website](#)



Thank you!

Thank you for running wonderful programs and for all your efforts to keep children safe. These programs are so important for the children, CSU and the Columbus community.



To finalize your training, please click the link [here](#) to confirm completion of the Programs Serving Minors Training.

Your Certificate of Training will be emailed to you upon submission and must be retained for compliance and record-keeping purposes.